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ABSTRACT

This kit examines the methods and policies currently used to provide travel funding for academic librarians. The results of a survey of Association of Research Libraries (ARL) libraries (n=73) conducted in Fall 1989 are presented as well as examples of travel policies and guidelines submitted by the following respondents: the Universities of Alabama, California (Irvine), Cincinnati (Ohio), Florida, Iowa State, Johns Hopkins (Maryland), McMaster (Ontario, Canada), Miami (Florida), Syracuse (New York), Tennessee at Knoxville, Wisconsin at Madison, Yale (Connecticut), and the State University of New York at Albany. The kit also includes charts which detail the travel funding process within the organization, innovative proposals for handling travel funding, travel funding request forms, and budget outlines. Funding sources, the allocation criteria (i.e., the key elements in the decision process for funding travel and the types of expenses which are reimbursable) as well as issues and trends affecting professional and career development are identified. The survey drew a distinction between travel required to promote or improve job-related skills ("professional development") and travel undertaken to attend conferences ("career involvement"), and the results show that all responding institutions provided some level of support for both types of travel. In addition, the strongest similarities among institutions exist in the accumulation and initial allocation of funds; the strongest diversity is in the actual allocation processes. (MAB)

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SPEC KIT

February 1990 OMS

Systems and Procedures Exchange Center

ISSN 0160-3582

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Travel Policies in ARL Libraries

Kit 161

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Travel Policies in ARL Libraries

By Michael D. Cramer
Science Reference Librarian
Virginia Polytechnic and State University Libraries

INTRODUCTION

Academic librarians found opportunities for professional involvement and development as well as continuing education increasing during the 1980s. A number of professional associations and library schools successfully implemented formal continuing education programs in the form of institutes, extension courses, and workshops. Some of these offerings were held before and after national conferences, while others were conducted independent of national gatherings.

In addition to the proliferation of continuing education activities, the past decade has seen an increase in both attendance at and the number of professional conferences held. Attendance at professional conferences such as the ALA Annual and Midwinter meetings, the SLA Meeting, and the ASIS has increased steadily.

The number of specialized conferences such as those sponsored by ALA Divisions (i.e., ACRL and LITA National Conferences) have increased, as well as attendance by librarians at related meetings such as EDUCOM, due in large part to successful initiatives by professional library associations to promote involvement of librarians in other related higher education organizations.

While participation by academic librarians in these activities can be attributed, to a certain extent, to compliance with promotion and tenure guidelines, implied in the success of such initiatives is the increasing commitment of both individual staff members and their institutions to the benefits of attendance at these events. These mutual benefits include job-related skills, awareness of issues and trends, and the generation and sharing of research efforts.

While such support of such activities places an additional burden on already strained library budgets, institutions are responding in increasing numbers to the feeling that the organization has a primary responsibility to support job-related training activities.

Traditionally, participation in these activities has depended heavily on individual initiative. Institutions have provided support for attendance in the form of release time and funding for registration fees, tuition, and travel-related expenses. SPEC Kit #161, *Travel Policies in ARL Libraries*, was undertaken in an effort to examine the methods and policies currently used to provide funding for librarians for travel, updating the small section on travel support addressed in SPEC Kit #86, *Professional Development in ARL Libraries*, published in 1982. The kit includes results of a survey on travel funding conducted in Fall 1989 sent to 103 ARL member libraries as well as examples of travel policies submitted by some of the respondents.

SURVEY RESULTS

A survey was mailed to 103 ARL member libraries in late fall 1989, with 73 institutions (71%) responding. A distinction was drawn in the survey between travel required to promote or improve job-related skills ("professional development") and travel undertaken to attend conferences ("career involvement").

The survey results clearly demonstrate that ARL Libraries are committed to providing support for both types of travel. All responding institutions provided some level of support for both types of travel. The strongest similarities are in the accumulation and initial allocation of funds; the strongest diversity is in the actual allocation processes.

Funding Sources Survey responses showed strong agreement among libraries in how funds are both accumulated and allocated. The majority (70%) of libraries derive their travel budgets from an annual budget estimate (with funds coming from the library's funds). The funds for career involvement and professional development are separated in a minority of institutions (20%).

Twenty-one replies indicated that there was access to non-library sources within the university. The most frequently mentioned of these sources was a pool of funding available to faculty and professionals at the university. Little use is reported of sources outside the university.

While opportunities for international travel are increasing, notes by respondents indicated that it was rarely (if ever) undertaken. They also pointed out that this was one type of travel which, in part, could be funded from sources outside the library.

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Traditionally, it has been the librarians, not support staff, who have received travel support. The survey results indicate that the budget set aside for the "travel budget" is still allocated primarily to professional staff. While funding is available to classified/clerical staff at a number of institutions, many replies noted that this funding was very limited. Supporting this is the fact that a majority of libraries do not have a separate travel budget for support staff.

Allocation Process Strong overall patterns exist in the actual allocation process between responding libraries. At the same time, terminology, definitions, and categories applied to travel funding vary from institution to institution, making detailed comparisons difficult.

One of the strongest similarities in that sixty-six (90%) of the libraries responding to the survey have written procedures for travel funding. While some of these are brief one- or two-page documents, others are extensive. Most travel requests are for in-state or national meetings or workshops, with ALA Annual and Midwinter meetings being particularly favored.

Survey results indicate that most organizations utilize the same decision path for both travel funding for career involvement and travel funding for professional development. In both cases the library administration is the focus of the decision process. Within some organizations, however, the decision may involve several groups (the department head and the library administration). Peer committees play a minority role.

A typical pattern includes an annual call for travel funding requests, using written procedures for requesting travel funds. Those requests are reviewed by a committee of peers against established policies and criteria. Recommendations for funding are then made by the committee and forwarded to the library administration for the final decision.

In apportioning the limited funds available libraries employ a wide range of mechanisms. Some of the options listed were a formula, funding dependent of the individual's involvement, or a committee which employed perhaps both of the former elements. In some cases, a per capita amount is allocated to each professional to be spent on travel expenses for approved activities throughout the year.

Allocation Criteria When asked to rank elements important in the decision process for funding career involvement, responses clearly indicated that the three most important were membership, job responsibilities, and position. Ranking for professional development travel indicated that job responsibilities, perceived need for training to improve performance, and perceived value in development of an individual's career were the three most important.

Another category often noted in policies is travel where the individual is an official representative of the library. This category is usually fully funded.

With regard to reimbursable expenses, there is substantial agreement in all categories listed in the survey. Transportation, lodging, and registration fees are almost universally included. Meals are slightly less often included in reimbursement. Some require receipts for meals, others do not. Meals may be covered by per diem (as may lodging), while airfare may be reimbursed at 1/2 of actual cost. This may all change if the travel falls within a different category at the institution. The actual travel policies must be studied to see how institutions handle various categories.

Issues and Trends

Professional and career development as well as continuing education opportunities are likely to continue to proliferate. The need for staff development and training for both professional and support staff members will continue to increase, due in large part to the increased visibility of technology in the library workplace, the increasing emphasis on subject specialization, and the changing demographics of the library workplace. External factors include the continuing increase in air fares, as well as increases in other expenses associated with travel support.

As larger percentages of library budgets are dedicated to acquisition of materials and technology, the competition for funds to support development activities is likely to be fierce. The commitment of research libraries to travel support, derived principally from their own budgets, is likely to be pressed. More energy will be spent on identifying additional sources of outside support, particularly for funding of special projects.

Issues regarding travel funding include assessing the overall effectiveness of travel dollars spent for external training and development activities when compared with similar expenditures for development of internal training programs. What obligations do research libraries have, if any, to provide for development of both support and professional staff? In addition, as the trend toward hiring and developing professional staff with subject specializations continues, the role of the research library plays in supporting attendance at appropriate activities, offered at home and abroad, may be subject to re-examination.

***

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Table of Contents

OMS

Systems and Procedures Exchange Center

ISSN 0160 3582

Travel Policies in ARL Libraries
Kit #161
September 1990

SURVEY RESULTS 5

TRAVEL POLICIES AND GUIDELINES

University of Alabama 11

State University of New York at Albany 19

University of California, Irvine 27

University of Cincinnatti 39

University of Florida 45

Iowa State University 51

Johns Hopkins University 61

McMaster University 65

University of Miami 73

Syracuse University 83

University of Tennessee at Knoxville 93

University of Wisconsin at Madison 99

Yale University 111

SELECTED READINGS 123

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES

November 6, 1989

TO: SPEC Liaisons

FROM: Michael D. Cramer, Collaborative Research Writer
SPEC Center

RE: **SPEC Survey and Call for Documents**

Librarians attend workshops to develop specific job-related skills or to participate in professional organizations--and libraries often fund part or all of the expenses. We are gathering documents concerning the issues of travel funding in ARL libraries for a SPEC Kit which will be produced from the submitted materials. Please return this survey along with relevant documents within the next three weeks, but no later than November 30, 1989.

Documents needed for the Kit include:

- flowcharts detailing the travel funding process within the organization
- innovative proposals for handling travel funding
- travel funding request forms
- budget outlines
- travel funding policies and guidelines.

Please send materials no later than November 30, 1989 directly to OMS Collaborative Research Writer Michael D. Cramer at the address below. Please check to see that your library's name is on all materials.

Michael D. Cramer
Science Reference Librarian
Reference Department
University Libraries
Virginia Tech
Blacksburg, VA 24061-0434

8

1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

SPEC SURVEY & CALL FOR DOCUMENTS
TRAVEL FUNDING

Name: _____

Title: _____

Library/Institution: _____

Telephone (AC): _____

Definitions: *Career Involvement* is defined as attendance at state or national forums such as ALA, SLA, ASIS, etc.
Professional Development is defined as attendance at forums devoted to specific job related skills, such as music cataloging, online searching, management workshops, etc).

1. Does your library provide travel funding to librarians for

   73 Career Involvement 73 Professional Development

2. Do you separate travel funding for career involvement from travel funding for professional development?

   19 Yes 52 No

3. Travel funding is available for: (check all that apply)

   70 In-state travel 73 National travel 56 International travel

4. Travel funding is available for: (check all that apply)

   73 Transportation (airfare, mileage, taxis, etc.) 62 Meals
   70 Lodging 70 Registration fees

5. Funding limitations in the above categories are mandated by:

   54 Library rules 42 University rules
   21 State regulations 5 Other: _____

6. Reimbursement for travel is based on:

   46 actual expense 19 per diem 18 Other:

7. Please estimate the percentage of the library's travel funding for career involvement:

   ____ ALA Conferences ____ SLA Conferences
   ____ ASIS Conferences ____ Other: _____

See Chart A

8. Travel funding is available to:

   73 Professional Librarians 46 Classified/Clerical staff

9. Does the library administration (i.e., director, assistant director) have its own travel budget?

43 Yes 30 No

10. Does the library classified/clerical staff have a separate travel budget?

8 Yes 64 No

11. Does any part of the travel budget originate from non-library sources within the university?

21 Yes 51 No

If yes, please provide the percentage and describe:

12. Is any part of the travel budget derived from non-university sources (e.g., Friends of the Library contributions)?

14 Yes 58 No

13. Is the amount of monies set aside for travel determined by:

11 a formula 51 annual budget estimates 16 Other:

14. Are there written procedures for requesting traveling funding?

66 Yes--*Attach documents* 7 No

15. Who makes the decision regarding whom to fund for career involvement travel?

9 Library Director only
21 Department head
9 Other (Specify and attach documents): _____
46 Library administration
21 Committee of peers

16. Who makes the decision regarding whom to fund for professional development travel?

9 Library Director only
20 Department head
10 Other (Specify and attach documents): _____
49 Library administration
17 Committee of peers

17. In providing travel funding for career involvement, funds are:

12 equally divided among librarians
6 available on a first-come, first-served basis
18 available on a first-come, first-served basis, but limits are set on the total amount an individual can receive in a fiscal year
17 available on a competitive proposal basis
26 other:

18. In providing travel funding for professional development, funds are:

__7__ equally divided among librarians
__8__ available on a first-come, first-served basis
__16__ available on a first-come, first-served basis, but limits are set on the total amount an individual can receive in a fiscal year
__27__ available on a competitive proposal basis
__22__ other:

19. Please rank from 1-5 (1 being the most important) the following elements in the decision process for granting travel funding for career involvement.

_____ Length of service within the library
_____ Rank (instructor, assistant professor, librarian, etc.)
_____ Position (supervisor, department head, etc.)
_____ Job responsibilities (online searching, etc.)
_____ Membership on a committee, presentation of paper at professional forum.

See Chart B

20. Travel funding for career involvement is provided if (check all that apply):

__68__ Librarian is attending only
__69__ Librarian is attending *and* is on a committee, task force, etc.
__69__ Librarian is attending, giving a presentation.

21. Please rank from 1-6 (1 being the most important) the following elements in the decision process for granting travel funding for professional development:

_____ Length of service within the library
_____ Rank (instructor, assistant professor, librarian, etc.)
_____ Position (supervisor, department head, etc.)
_____ Job responsibilities (online searching, supervising, etc.)
_____ Perceived need for training to improve performance
_____ Perceived value in developing individual's career

See Chart C

22. Do you provide any unique form of travel assistance to beginning librarians?

__20__ Yes--please supply documents.

Additional comments are welcome on the back.

ENCLOSE READILY-AVAILABLE DOCUMENTS, including written procedures, budget outlines, request forms, guidelines, and any other documentation regarding the travel funding policies and its decision-making process. **RETURN DOCUMENTS AND SURVEY TO:**

Michael D. Cramer, Science Reference Librarian
Reference Department, University Libraries
Virginia Tech
Blacksburg, VA 24061-0434

RETURN SURVEY BY NOVEMBER 30, 1989

Chart A

7. Percentage of library's travel funding for career involvement:

% funds spent	ALA	ASIS	SLA	OTHER
1-10%	3	22	31	7
11-20	4	1	3	8
21-30	4	0	0	8
31-40	5	0	0	3
41-50	9	0	0	4
51-60	4	0	0	2
61-70	3	0	0	4
71-80	6	0	0	4
81-90	4	0	0	1
91-100	1	0	0	1

(No response from 29)

Chart B

19. Criteria for granting travel funds for career involvement

Criteria	#1	2	3	4	5
Length	0	3	4	16	19
Rank	1	2	4	17	13
Position	3	7	35	3	0
Job	7	40	8	2	0
Membershp	51	10	2	0	0

Chart C

21. Criteria for granting travel funds for professional development

Criteria	#1	2	3	4	5	6
Length	0	1	1	5	15	13
Rank	0	0	1	4	17	10
Position	0	2	13	29	4	0
Job	29	23	8	3	0	0
Need	28	29	7	0	0	0
Value	9	9	29	11	0	2

TRAVEL POLICIES AND GUIDELINES

Rev. 11/89

UNIVERSITY OF ALABAMA LIBRARIES
Faculty Development and Travel Committee

POLICIES AND GUIDELINES

A. GENERAL

1. Personal and professional development of faculty members of the University Libraries is recognized as beneficial to the Library organization and to the University as a whole. In order to encourage and promote the professional development of all library faculty members the Faculty Development and Travel Committee is hereby established.

2. Various activities which may contribute to faculty development are attendance at and participation in professional workshops, institutes, conferences, seminars, and other specialized professional meetings conducted on local, regional, and national levels.

3. Funds allocated annually to the Faculty Development and Travel Committee will be used to provide financial support for faculty development activities as described above and to develop such programs locally. The Committee will distribute funds in accordance with these guidelines and those developed for each fiscal year.

4. The Committee's denial of funding for a specific request should not necessarily be construed as disapproval of the activity.

5. University Travel Regulations will govern the upper limits of allowable expenses.

6. Faculty members who receive funding and/or administrative leave for professional development activities should be prepared to report on the occasion to the Dean of Libraries and the Library Faculty upon request.

7. These policies and guidelines will be reviewed every three years or more frequently as needed. Changes shall be subject to the approval of the Library Faculty.

B. TRAVEL CATEGORIES

1. Administrative travel is defined as travel undertaken by a faculty member at the request of the University Libraries' Administration in order that the faculty member may serve as the representative of the University Libraries. Funding for administrative travel is beyond the purview of the Faculty Development and Travel Committee.

2. Professional travel is defined as travel undertaken by faculty members in pursuit of professional development as described in A.2. above. The Faculty Development and Travel Committee will provide financial support for professional travel in accordance with established guidelines and available funds.

C. **PRIORITIES**

In an attempt to encourage all faculty members to participate in professional activities and to distribute travel funds equitably, the Committee will use the following guidelines in the allocation of travel funds:

1. An effort will be made to fund a portion of a faculty member's travel costs to at least one high priority out-of-state meeting of a major professional organization of which he/she is a member.

2. A portion of the cost of a faculty member's attendance at the in-state library conference or an equivalent will be funded.

3. Additional travel fund requests for specialized meetings, workshops, etc. will be considered in terms of appropriateness to the library function of the faculty member and the availability of funds. When such meetings are held regionally and costs may be held to a minimum through shared transportation, additional requests from qualified persons may be considered for reimbursement.

4. The Committee will take into consideration funding for the biennial meeting of SELA.

5. An annual contingency fund will be established if possible, to help fund expenses for unexpected or unforeseen conferences, workshops, and the like.

D. **ALLOWABLE EXPENSES--UPPER LIMITS**

1. GENERAL

Allowable expenses are based on the University Travel Regulations which encourage expenses to be held to a minimum. Reimbursement for travel, fees, meals, and lodging will in no case exceed actual costs incurred, nor will it exceed the approved amount.

In all cases a receipt is recommended even when not required.

In no case will membership fees be recoverable.

2. REGISTRATION

Registration fees, whether the total amount or a percentage thereof, will be considered for reimbursement. The lowest registration fee offered will be the upper limit for reimbursement. Paid receipts must be presented for reimbursement. Registration fees for programs including meals may be considered as registration fees at the discretion of the Committee. In this case the meal should be noted as "provided" on the reimbursement form.

3. MEALS: Out-of-state

Costs of meals should be verified by receipt. In no case will reimbursement exceed the limit set by the University Travel Regulations.

4. LODGING: Out-of-state

Lodging expenses may be reimbursed up to 1/2 double occupancy rate and must be accompanied by paid receipts. Individuals sharing a room will present separate receipts for reimbursement.

5. MEALS AND LODGING: In-state

A per diem of up to $40/day may be awarded for in-state travel that includes an overnight stay. Lodging expenses will be accompanied by a receipt.

No per diem allowance will be paid for a trip that lasts less than six hours.

A meal allowance of up to $5 may be paid for a trip that lasts between six and twelve hours and does not require an overnight stay.

Time of arrival and departure will be calculated from the time the vehicle actually arrives at or departs from its regular terminal.

6. TRANSPORTATION

The most economical method of travel will be considered up to full recovery of costs. Reimbursement for common carrier travel will not exceed the lowest coach or tourist fare available plus necessary ground transportation; e.g. limousine service to and from an airport.

If number of persons, schedules, distance or other factors make transportation by automobile more practical or economical, either university or private vehicle should be considered.

If use of University van or automobile is deemed most practicable, reimbursement for other modes of transportation will be allowable only in exceptional cases.

Transportation by private automobile must be authorized and may be reimbursable up to the prevailing milage rate established by the University (22 1/2 cents per mile). Reimbursement may not exceed the lesser of the cost of air travel (tourist class) or the cost of milage.

E. **PROCEDURES**

1. The Faculty Development and Travel Committee will request annually from each faculty member a list of all anticipated travel for the next fiscal year in priority order, the purpose for travel, with estimated dates and expenses.

2. Travel proposals will be screened for possible administrative travel, and these will be referred to the Administration for evaluation/action.

3. The remaining travel proposals will be reviewed for total funds requested, the priority of funds requested, number of trips requested per individual and appropriateness of travel requests.

4. The Committee will establish an allocaton schedule based on the available travel budget, the Committee's priorities, anticipated travel proposals and these guidelines. The schedule will be reported to the Library Faculty.

5. The Committee will establish a contingency fund when funds permit to cover unforeseen opportunities for professional development. In March of each year, the balance of this fund will be allocated to those who qualify for additional funding.

6. Notice of funding authorization based on the anticipated travel proposals will be forwarded to individual faculty members after the Committee makes its allocations. Faculty members will return a copy of the notification form accepting or declining the funding offer by the designated date. Individuals who revise their travel plans or decline previously accepted funding should notify the Committee of their decisions immediately.

7. Unused funds will be returned to the contingency fund for future use; or, at the discretion of the Committee, unused funds for a particular event will be redistri-

buted to the remaining candidates in the appropriate travel category.

8. Individuals who desire funding for professional travel from the Committee must prepare and submit a Travel Request Form.

   If reimbursement for professional travel expenses is desired from the Committee this form should be submitted to one's Department Head and/or Dean. Upon approval by the Department Head and/or Dean the form should be returned to the person applying for reimbursement who will then forward the form to the Chair of the Faculty Development and Travel Committee no later than 30 days prior to anticipated travel. Following consideration of the request for funds the Committee will return the form designating the amount of funds authorized to the requestor. If funding is denied a statement of explanation will be attached.

   Requests for travel by University van or automobile should include transportation costs. The requestor(s) will be responsible for initiating arrangements for University transportation in the Business Office.

9. Supplementary Anticipated Travel forms may be submitted to the Committee in the event of unanticipated professional activities for which funding is requested. The Committee will consider these requests in light of the remaining funds, prior funding of the individual, and appropriateness of the request.

10. The Committee will retain all records to be passed on to the next year's Committee. At the same time, a copy will be sent to Archives for permanent retention. A copy of each meeting's minutes will be forwarded to Records Retention as they become available.

UNIVERSITY OF ALABAMA LIBRARY
Faculty Development and Travel Committee

ANTICIPATED TRAVEL -- Fiscal Year _____

NAME: _____ DATE: _____

DEPARTMENT: _____

Please list organizations of which you are an officer or a committee chair/member. Include the title(s) of the position(s) held.

Please list in priority order the events you are planning to attend, the approximate dates, and indicate whether or not your attendance is required.

	Required	Not Required
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

___ I do not plan to request funds from the Faculty Development and Travel Committee this year.

TO: _____

FROM: Faculty Development and Travel Committee

DATE: March 1, 19__

RE: Update of Travel Plans

Attached is a copy of the anticipated travel form you submitted in October. Using the form below, please update the information you supplied and return to _____ no later than March 15, 19__. The committee will allocate the contingency fund according to the percentages described in the fall (see memo of October __, 19__). The current balance in the contingency fund is _____.

UNIVERSITY OF ALABAMA LIBRARIES
Faculty Development and Travel Committee

Update of Travel Plans
March 1, 19__

NAME: _____

DEPARTMENT: _____

Please list organizations of which you have become an officer or a committee chair/member since October. Include the title(s) of the position(s) held.

Please list in priority order any events you wish to attend or will be required to attend in fulfillment of above responsibilities which were not included in your original travel plans as outlined in October. Include approximate dates and your reasons for attending.

___ I plan to request additional travel money from the contingency fund.

___ I do not plan to request additional travel money from the contingency fund.

rev. 1/89

UNIVERSITY OF ALABAMA LIBRARY
Faculty Development and Travel Committee

TRAVEL REQUEST FORM

AMOUNT OF REIMBURSEMENT REQUESTED: $ ____
AMOUNT OF REIMBURSEMENT AUTHORIZED: $ ____
COMMENTS:

SIGNATURE, CHAIR, FDT COMMITTEE _____

NAME: _____ DEPT._____

DATE: _____

*PROPOSED ACTIVITY: (DESCRIBE BRIEFLY, INCLUDING DATES, LOCATION, ETC.)

REASON FOR ATTENDANCE: (check as appropriate):

___ Presenting paper/panelist ___ Committee officer/member ___ Job-related ___ Continuing education
___ Other (explain) _____

JUSTIFICATION: (Supply brief statement justifying your attendance at this activity, describing job and/or professional relevance, etc.)

_____

_____

_____

ESTIMATED COST: (registration, meals, lodging, travel):

COMMENTS:
DEPARTMENT HEAD: _____

_____

_____

SIGNATURE _____

ASSOCIATE DEAN: _____

_____

_____

SIGNATURE _____

ROUTING: If reimbursement for professional travel expenses is desired from the Faculty Development and Travel Committee this form should be submitted to one's Department Head and/or Dean. Upon approval by the Department Head and/or Associate Dean the form should be returned to the person applying for reimbursement who will then forward the form to the Chair of the Faculty Development and Travel Committee no later than 30 days prior to anticipated travel. Following consideration of the request for funds the Committee will return the form designating the amount of funds authorized to the requestor. If funding is denied a statement of explanation will be attached.

21

*Please attach any relevant brochures, programs, etc.

22

18

UNIVERSITY AT
ALBANY
STATE UNIVERSITY OF NEW YORK

[redacted]
Library Personnel
518 442 3574

[redacted]
University Library UL 139
Albany, New York
12222

TO: Library Faculty

FROM: Christine M. Travis
Library Personnel Officer

DATE: January 6, 1989

SUBJECT: TRAVEL/PROFESSIONAL LEAVE POLICY

Attached please find a revision of the University Libraries' policy on travel, now entitled "Travel/Professional Leave." This policy is to be inserted in your Library Faculty Handbook under number 6.6. The same policy is included in the University Libraries' Policy and Procedures Manual under A:8.

Included in the request for funding on the reimbursed travel request form are categories for lodging and meal expenditures citing the NYS Guidelines. Linda Reeves has a copy of the reimbursement guidelines which have been substantially revised and now give reimbursement rates by counties within the United States. Please see her regarding the rates for hotels and meals as well as information regarding mileage reimbursement. On your request form instead of "place" you are now asked to indicate the location of the conference or meeting and the county in which your hotel is located. Linda also has tax exempt forms for lodging; however, it should be noted that not all hotels will accept these tax exempt forms so you may want to confirm acceptance prior to making hotel reservations.

A memorandum placing each faculty member on permanent local travel status (see attachment 3) will be filed with the University Personnel Office this month. This covers travel for half day meetings, etc. The non-reimbursed Travel/Professional Leave form should still be filed for permission to attend local area conferences, workshops, and full day meetings.

Please review these revised procedures before filing them in your Handbook. Thank you.

CMT:mlr
Attachment

TRAVEL/PROFESSIONAL LEAVE REQUESTS

I. Definition:

Travel/professional leave shall be defined as that necessary for attendance at workshops, conferences, or institutes, for visits to vendors and other libraries, for participation on committees, and for service as an elected/appointed official of a professional organization.

II. Types of Travel/Professional Leave:

A. Elective professional leave/travel shall be defined as resulting from self-selected professional activities. Elective professional travel is encouraged and will be supported with released time and with reimbursement for expenses within the limits of available funds.

Requests for travel/professional leave (reimbursed or non-reimbursed) should indicate how the University and/or University Libraries shall benefit.

One or more of the following criteria should be met by each request:

- action on a grant
- direct relationship to present position
- membership on a committee
- elective office in an association
- participation on a formal program as speaker, panelist, moderator
- professional growth

B. Directed leave/travel shall be defined as leave/travel for improvement of job-related skills as requested by employee or supervisor and recommended by the immediate supervisor. Directed leave/travel will be fully supported with released time and with reimbursement for expenses within the limits of available funds.

Funds for training and education of staff and faculty in their specific job shall come from the divisional travel funds dependent upon budget constraints.

C. Administrative leave/travel shall be defined as leave/travel required as part of one's position at the University at Albany, usually representing University at Albany's interests at a meeting, site visit, etc. The Director shall designate such status. Administrative leave/travel will be fully supported.

The Director shall estimate funds necessary for UA, SUNY, ARL, CDLC, RLG, ICPSR and other meetings requiring official attendance. Funds for administrative leave/travel shall be set aside from the Libraries' travel funds and shall cover all such costs.

III. Travel Procedures:

A. Travel requests, both reimbursed and non-reimbursed, must be submitted to the immediate supervisor using the Travel Request Forms (see attached). The completed forms must be approved first by the immediate supervisor and then submitted through channels to the appropriate member of the Director's Administrative Group (DAG) for review and action. All travel requests must be submitted to the Director for final approval.

1. For insurance purposes a memorandum, placing the individual on permanent travel status, will be entered into the personnel file for those faculty members who regularly undertake local travel for library or professional activities (e.g. to SUNY Central, CDLC, NYSL, local area libraries).

2. Reimbursed travel requests shall include estimated expenses of registration, transportation, and per diem expenses. Per diem requests shall not include meals which are furnished free of charge or meals which are included in the cost of the conference. Reimbursement is subject to New York State guidelines. All receipts, except for meals, must be retained.

3. All requests for reimbursed and non-reimbursed out-of-state travel shall include a written justification of travel.

4. The immediate supervisor and the appropriate member of the Director's Administrative Group shall comment and recommend or not recommend the travel request be granted and forward all initial requests to the Director. The DAG member shall designate the amount of funding approved from her/his divisional travel allocation. The amount of reimbursement for travel shall be contingent upon the travel budget allocation.

5. The Director shall review each request and respond, through the appropriate Head, or Associate or Assistant Director, to each faculty member, giving approval and level of funding or denial of request.

B. The Library staff member requesting travel approval (reimbursed or non-reimbursed) will notify the Director through the appropriate member of the Director's Administrative Group of changes in requests as soon as possible. Changes in requests shall include adding items, updating information, and withdrawing requests. Approval of a specific reimbursed request shall not be automatically applied to new or substituted requests.

C. Library staff are responsible for providing, as part of the request justification, a description of activities to be undertaken during the requested leave and for documenting expenditures equal to the amount of library funding support, if any.

D. If elective professional travel includes attendance at an administrative meeting (see definition), in addition to the elective travel/conference support, the reimbursement for this administrative travel is as follows:

1. full transportation costs

2. one day per diem for each day of administrative commitment

3. one night's lodging for each day of administrative commitment

IV. Travel Release Time Policies:

A. Release time shall be granted for travel that is necessary on a weekday.

B. Except for administrative travel, compensatory time shall not be granted for travel performed on a weekend day or paid holiday. For administrative travel, compensatory time shall be granted only for actual travel time.

C. Except for administrative travel, compensatory time shall not be granted for meetings or conference attendance on a weekend day or paid holiday.

V. Contingency Fund Policy:

A percentage of the total travel funds may be considered as the Director's contingency fund in order that meetings not publicized in advance, new staff, and internal changes may be accommodated.

VI. Travel as Related to External Funding:

All travel requests, whether funded out of the Libraries' budget or other sources (e.g. NYS/UUP Professional Development and Quality of Working Life, Faculty Research Awards Program, or consultancies) should follow these guidelines except where superseded by requirements or procedural guidelines of the funding agency.

Indexed under: Travel Requests
Professional Leave Requests

Revised 12/88

UNIVERSITY LIBRARIES
UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

TO:

FROM:

_____ _____ _____
Signature Rank Soc. Sec. Number

DATE:

SUBJECT: Request for Authorization for Reimbursed Travel/Professional Leave

/__/ Directed /__/ Administrative /__/ Elective

I request authorization/approval for the following travel:

Conference/Meeting Site: _____

Location of Hotel (including County): _____

Dates: _____

Purpose: _____
(Attach a memo of justification for all travel)

Estimated expenses (itemize):

Transportation	$_____
Lodging (NYS Guidelines)	$_____
Meals (NYS Guidelines)	$_____
Misc. (please specify) _____	$_____
Total	$_____
Reimbursement Requested	$_____

Travel Request:

/__/ Approved /__/ Denied _____
Supervisor

/__/ Approved /__/ Denied)
There are sufficient funds in the)
Departmental/Divisional account)- _____
to cover the amount allocated) Member, Director's
__yes __no Acct._____) Administrative Group

/__/ Approved /__/ Denied _____
Director of Libraries

/__/ Official University Travel Request prepared for Associate Vice President for Information Systems & Technology approval.

Rev. 12/88

UNIVERSITY LIBRARIES
UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

TO:

FROM:

_____ _____
Signature Rank

DATE:

SUBJECT: Request for Authorization for Non-Reimbursed Travel/Professional Leave

☐ Directed ☐ Administrative ☐ Elective

I request authorization/approval for the following travel:

Place: _____

Dates: _____

Purpose: _____
(Attach a memo of justification for all travel)

☐ Approved ☐ Denied _____
Supervisor

☐ Approved ☐ Denied _____
Member, Director's
Administrative Group

☐ Approved ☐ Denied _____
Director of Libraries

☐ Approved ☐ Denied _____
Associate Vice President
Information Systems & Technology

Rev. 12/88

TO: University Personnel

FROM:
Director of Libraries

DATE:

SUBJECT: Local Travel

For the record, please place _____
on "permanent travel status" for local travel. As part of his/her job related responsibilities, he/she regularly travels within the Capital District. Destinations include: Dewey Graduate Library, Uptown Campus, SUNY Central, New York State Library/Cultural Education Center, Capital District Library Council, and other academic institutions and libraries in the region.

12/88

LAUC-I REIMBURSEMENT GUIDELINES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

The following policies developed by LAUC-I over a number of years take into consideration the annual, LAUC professional development allocations, while also attempting to allow for maximum reimbursement of expenditures incurred by librarians attending professional development activities. In addition, these policies reflect campus-wide regulations for reimbursement of travel, lodging, and meals for UCI staff members attending conventions, conferences, and workshops. They also provide for the equitable distribution of professional development monies to all librarians. Reimbursement policies are the same for unit and nonunit librarians, excluding AULs, and apply as LAUC-I funds permit.

ADMINISTRATIVE TRAVEL:

Reimbursement for expenditures associated with administrative travel is funded by Library Administration. Full funding is usually awarded if approved.

AREA TRAVEL:

Reimbursement includes:

Registration fees over $25.00.
Reimbursement for registration fees will not exceed the fee charged to members of the organization.

Note: Mileage reimbursement for privately-owned automobiles normally is not awarded as a University vehicle is required for same-day area travel. Area travel is defined as within a 90 mile radius. ***Exception:*** The mileage for private vehicles is reimbursed if there are no university vehicles available providing the request for a university vehicle is made two weeks in advance.

ATTENDANCE AT CONFERENCES:

Reimbursement for attending conferences generally includes the following:

One-half air fare. Librarians are encouraged to make travel arrangements in sufficient time to obtain optimum air fares, generally a minimum of 30 days in advance. When per sonal transportation is used reimbursement shall not exceed one-half of the lowest available air fare.

Registration fees. Reimbursements for registration fees will not exceed thefee charged to members of the organization.

Per diem if appropriate. Per diem will be awarded for those days when a librarian is actively participating at a conference. Active participation includes the presentation of a paper, serving as officer of theorganization, chairing a session, or serving as member of an organizational committee. Up to three days per diem will also be awarded to ***entry-level*** librarians who are attending their ***first professional library conference*** (ALA, CLA, MLA, or other relevant library associations).

Per University policy (Section 715-12), per diem allowance is only awarded for periods in excess of 24 hours and if the subsistence expenses were incurred outside the vicinity of the librarian's work headquarters or residence. The vicinity is defined as Orange County or within a 30 mile radius. Lodging is reimbursed based on the amount actually incurred as supported by original receipts and will not exceed the reimbursement cost designated for high-cost areas per University policy (Section 715-12).

Reimbursement is on a per person basis when the single/double rate is the same and the room is shared by members of the same family. Librarians are encouraged to share rooms whenever possible in order to keep costs as low as possible. Meal expenses are reimbursed at the rate set by the University.

Note: Reimbursement does not include parking fees at the Orange County, Ontario, Long Beach, or Los Angeles airports. Neither does it include surface transportation to and from these airports. ***Exception:*** Surface transportation to and from LAX, Ontario, and Long Beach airports may be reimbursed if the flight and surface transportation costs are less than the air fare from Orange County airport or if there are no flights to the destination from Orange County. Surface transportation to and from the destination airport will be reimbursed if requested in advance and receipts are provided.

DEVELOPMENTAL COSTS OF PRESENTATIONS:

Reimbursement up to $50.00 per presentation/paper is awarded for costs relating to the development of a presentation or paper. Reimbursement may be requested when costs reach $25.00; costs may be accumulated over a given fiscal year.

TRAINING/CONTINUING EDUCATION PROGRAMS, INSTITUTES, WORKSHOPS:

Reimbursement includes:

One-half air fare. Librarians are encouraged to make travel arrangements in sufficient time to obtain optimum air fares, generally a minimum of 30 days in advance. When personal transportation is used reimbursement shall not exceed one-half of the lowest available air fare.

Registration fees. Reimbursement for registration fees will not exceed the fee charged to members of the organization. Note: Reimbursement for online training programs and conferences is generally funded by Data Services.

Per diem: Per diem is not awarded for training/continuing education programs unless funded through administrative travel.

COURSEWORK:

Reimbursement up to $500.00 per year may be awarded for costs related to academic coursework. Courses must be directly related to primary job assignment.

8/89

LAUC-I PROFESSIONAL DEVELOPMENT REQUEST FORM DEFINITIONS

ADMINISTRATIVE TRAVEL: Defined as travel to meetings for which attendance is required by virtue of one's membership on Library Council and its subcommittees, on systemwide or LAUC committees and task forces. This category also includes travel, initiated and/or approved by Library Administration, for purposes of conducting general library busines or attending training courses which are necessary in order to maintain competence or to perform specific job responsibilities. These usually provide for interaction or participation of the attendees. Training for online searching or related activities is not included. Requests for support for online conferences or training must be submitted to the Data Services Committee.

AREA TRAVEL:Attendance at a conference, workshop, or meeting for one day or less within a 90 mile radius. Librarians are required to file a LAUC-I Professional Development Request Form to request time off and to provide information on attendance at meetings evenwhen financial support is not provided.

ATTENDANCE AT CONFERENCES: Defined to include meetings sponsored by professional groups such as but not restricted to ALA, CLA, MLA, ASIS, and similar organizations. May be library or related scholarly organizations; normally librarians requesting to attend such conferences should be members of the association sponsoring the meeting. Travel to attend conferences is usually in conjunction with work-related activities, a need to present a paper, a committee report, to chair a session, to serve as an officer of the organization, and/or professional development. Travel to non-library scholarly organizations is normally related to one's primary job responsibilities.

DEVELOPMENTAL COSTS FOR PRESENTATIONS, PAPERS, OR PUBLICATIONS: Defined as preparation costs for developing a presentation, paper, or publication. These costs may include photocopy, interlibrary loan, slide preparation charges, online searching fees, and document delivery charges.

PROFESSIONAL DEVELOPMENT TIME: Defined as time devoted to activities carried out in conjunction with one's research, class attendance, publishing interests, etc. Justification for time off should identify feasibility of doing the proposed work and the benefits of the work. Time off should not exceed 8 hours per week. Requests for time off for LAUC or LAUC-I funded research projects should be requested on the appropriate form for research proposals.

CE COURSES, INSTITUTES, AND WORKSHOPS: Defined as CE courses, seminars, or workshops sponsored by professional organizations with a lecture or seminar format.

COURSEWORK: Defined as academic coursework related to primary job assignment.

32

8/89 rev.

INSTRUCTIONS FOR LAUC-I
PROFESSIONAL DEVELOPMENT REQUESTS

The Professional Development Request Form must be completed for all travel regardless of funding requested.

Librarians should complete this form indicating necessary information and give it to the Department Head for recommendation and signature. The Department Head sends the form to the appropriate AUL who forwards it to the Library Personnel Office. Requests are then sent to the Chair of the LAUC-I Professional Development Committee for recommendation and are forwarded to the University Librarian for approval.

Within 10 days of return from a trip for which support is awarded, all receipts related to travel, lodging, and attendance must be submitted to the Library Business Office for reimbursement.

When completing Section 2. of the request form, "Nature of the Application," see Definitions on the verso of the instruction sheet for an explanation of the various request categories.

PER DIEM: A librarian may request per diem if s/he is actively participating at a conference. Active participation includes the presentation of a paper or poster session, serving as officer of the organization, chairing or moderating a session, or serving as member of an organizational committee. ***Requests for per diem must include qualifying activities with exact dates.***

TIME OFF: Time off with pay is defined as the time you request to be away from your job, ***excluding weekends and holidays.*** Compensatory time is not awarded for weekend, holidays, or meetings that extend beyond the individual's normal working day.

TRAVEL ADVANCES: Travel advances may be requested using this form. Per diem expenses should not be requested as part of the advance since reimbursement for lodging is based on actual expenses. Librarians receiving a travel advance must also file appropriate forms with the Library Business Office within 10 days of return.

Department Heads should indicate approval or disapproval of each request. Department Heads are responsible for encouraging professional development and also for assuring that appropriate levels of staffing are maintained in the department.

8/89 rev.

33

LAUC-I PROFESSIONAL DEVELOPMENT REQUEST FORM

Refer to LAUC-I Handbook for Definitions, Guidelines, and Instructions

Date _____ Priority _____

1. Librarian _____ Unit/Nonunit (circle one)

2. Nature of Application: (See Definitions)

- ☐ Administrative Travel
- ☐ Area Travel
- ☐ Attendance at Conference
- ☐ Developmental Costs
- ☐ Professional Development Time
- ☐ Training programs,CE courses, Institutes, Workshops
- ☐ Coursework

3. Conference/workshop name: _____

4. Sponsoring organization: _____ Member/Nonmember (circle one)

5. Location: _____ Confererence Dates _____ Travel Dates: _____

6. Justification; explain pertinence to job and opportunity for professional development. Attach documentation.

7. Level of Participation:

☐ First time attendee ☐ General attendance
☐ Active participant; if actively participating and requesting per diem please list qualifying activity and specific date of activity below:

	Activity:	Date:
1.		
2.		
3.		
4.		
5.		

8. Support Requested: (See Instructions)

A. If you are receiving support from a non-LAUC-I source, list source and amount.

Source: _____ Amount: $ _____

B. Time off with pay: _____ hours/days

C. Per Diem: _____ days (must be justified in #7 above)

D.Transportation:

1. Air Travel:
   Full fare: $ _____
   Purchase date of tickets: _____
2. Surface Transportation: $ _____
3. Personal Transportation:
   (r/t miles x $.205) $ _____
4. University Vehicle: ☐ Yes ☐ No .34 _____

E. Registration Fee (For members): $ _____
F. Other expenses: $ _____

9. Travel Advance: ☐ Yes ☐ No
Amount requested: $ _____ Date needed: _____

10. Signature of Applicant: _____

11. Comments and Recommendation of Department Head:

_____
Signature of Department Head/Date Recommended/Not Recommended

12. Comments and Recommendation of Assistant University Librarian:

_____
Signature of AUL/Date Recommended/Not Recommended

13. Comments and Recommendations of Professional Development Committee:

Per diem - # of days _____
Transportation $ _____
Registration Fees $ _____
Other $ _____
TOTAL $ _____

_____
Signature of Committee Chair/Date Recommended/Not Recommended

14. Decision of University Librarian

Support approved:
Time off with pay - # of hrs/days _____
Per diem - # of days _____
Transportation $ _____
Registration fees $ _____
Other $ _____
TOTAL $ _____

Comments:

_____
Signature of University Librarian/Date

DRAFT

GUIDELINES FOR SUPPORT OF LIBRARIANS' RESEARCH

Librarians appointed to the Librarians Series in the University of California, Irvine may pursue research activities. The University recognizes such activities in the librarians' performance evaluations under Criterion IV, "Research and Other Creative Activity." The **Academic Personnel Manual** states in Section 210-4 that:

> Research by practicing librarians has a growing importance as library, bibliographic, and information management activities become more demanding and complex. It is therefore appropriate to take it into account in measuring a librarian's professional development.

Librarians are not required to participate in research activities in order to advance through the ranks of the Librarians Series, but for those librarians who wish to do so the following information should be useful in formulating plans for proposals and projects.

As librarians, our primary responsibility in the Library is our functional assignments. As is evident in the criteria for performance evaluation, Criterion I has a primacy for every librarian regardless of rank.

Given the primacy of Criterion I, librarians contemplating undertaking research should choose a project carefully. The research activity should not adversely affect the librarian's work in the functional assignment.

Functional assignments may impose different requirements among librarians. Whatever the disparity of demands in the respective functional assignments, it is the intent of the UCI Library to make research opportunities available to all librarians.

Both the librarian and the Library should recognize the respective commitments before the research effort is begun. Because opportunities for research are many and varied, some will require few resources and little or no accommodation; others will require substantial support and accommodation over a protracted period. Most will entail some commitment, involvement, support, and accommodation beyond that of the investigator. Given the interdependent nature of our work as

librarians, communication about the contemplated research between librarian and supervisor should begin early preferably in the idea stage. Through full communication, both will be aware of commitments each must make and what accommodations may be expected during the course of the research effort.

While there can be no guarantee that every idea will find enthusiastic, unqualified support, it can be assumed that the Library will endeavor to help the librarian identify and refine ideas for research and provide encouragement in a timely manner, recognizing both the wishes of the librarian and the requirements of the librarian's functional assignment.

To receive recognition and continued support, librarians will normally report on research in progress and research completed as a part of the evaluation process in the Factual Resume. Since some review cycles cover more than one year, librarians engaged in extended research projects will be expected to make interim reports. A formal final report, describing the research and the outcome, will be expected at the end of the project.

Calvin J. Boyer
University Librarian
November 2, 1988

UCI Library

RESEARCH AND PROFESSIONAL ACADEMIC LEAVE: PROCEDURES

This document is designed to accompany GUIDELINES FOR SUPPORT OF LIBRARIANS RESEARCH. These procedures apply to requests for research or professional academic leave (including all approved course work) for projects of one month to one year duration. Such projects need not be directly related to the librarian's position or assignment. Approval will be granted for leaves up to one year only, but requests/proposals may be resubmitted on an annual basis.

These procedures are predicated upon the Library's active support of librarians' research. Such support must include creative and appropriate alternative staffing accommodations on the part of the Library and the department. Such alternatives include but are not necessarily limited to the following:

1. Use of temporary or on-call librarians at levels which can incorporate as many responsibilities as possible of the librarian/researcher. It is highly recommended that the Library set aside a provisional budget each year to be used to support such substitute staffing.

2. Flexible and concentrated scheduling of hours for librarians to allow full day(s) to devote to research or course work.

Planning

1. Librarian will discuss research project and proposed timetable with the person to whom s/he reports early in the planning stage. Seek to reach agreement regarding accomodations in time and/or workload and assignments.

2. It is advisable to document any agreements, however provisional, at this stage.

3. Librarian may discuss project ideas in advance with PDC members should s/he so desire.

Proposal

1. Librarian submits written project proposal with timetable (including beginning and ending dates) and requested accomodations of time and/or workload assignments to person to whom s/he reports for review and comment/recommendation including proposed accomodations to be made. Proposal is returned to librarian.

2. Librarian submits proposal to appropriate AUL for review and recommendation. Proposal is returned to librarian.

3. Librarian submits proposal with above recommendations to LAUC-I PDC for review and recommendation. LAUC-I PDC considers merits of proposal and reasonableness/equity of accomodations.

4. Proposal is forwarded to Library Administration for review and decision by University Librarian.

5. University Librarian notifies librarian and LAUC-I PDC of decision and forwards copy of all documentation to PDC Chair. LAUC-I PDC maintains file/record of proposals and documentation.

All accomodations (time, workload) must be documented.

Research leave of indefinite length will not be granted; extensions may be requested using the above procedures.

Rejections of request for accomodation must be specifically justified.

If department needs prohibit accomodation at the time of the initial request, the department head should work with the librarian to plan for appropriate accomodation at the earliest possible date.

Performance

All parties will respect the agreement regarding accomodations made; requests for changes (except short-term adjustments necessitated by unforeseen departmental needs) will be described and justified in writing. (Short-term defined as periods of up to one month.)

Reporting

Librarian will submit a brief report at the conclusion of each approved leave period. The report will describe the research and outcome (including publication or other presentation) and should be submitted to all parties involved in the approval process (person to whom s/he reports, LAUC-I PDC, AUL, UL). Requests for subsequent leave will be considered only after receipt of such report.

Depending on the nature of the project, librarian may be asked to make a presentation to LAUC-I membership.

8/89

UCI Library Date _____

RESEARCH AND PROFESSIONAL ACADEMIC LEAVE REQUEST

1. Librarian _____ Unit/Nonunit (circle one)

2. Nature of leave requested (circle one): Research / Coursework

   Is this related to your library position: ____ yes ____no

3. Amount of time requested: _____ Time period covered:_____

4. Abstract of research proposal or description of academic project/program (include relation to library position where possible):

5. Accomodations requested/recommended (e.g, adjustments in workload, schedule, etc.)

6. Signature of applicant: _____

7. Comments and Recommendation of Department Head/Review Initiator:

_____

Signature/Date Recommended/Not Recommended

8. Comments and Recommendation of AUL:

40

_____

Signature/Date Recommended/Not Recommended

9. Comments and Recommendation of LAUC-I Professional Development Committee:

_____

Signature of Committee Chair/Date Recommended/Not Recommended

10. Decision of University Librarian:

Leave Approved: Time Period Covered:

Comments:

_____

Signature of University Librarian/Date

In the event leave request is not approved:

1. Justification for Rejection of Request for Leave:

2. Plan for Future Accomodation of Leave Request:

41

Return distribution:
One copy with documentation to Applicant.
One copy with documentation to Chair, LAUC-I Professional Development Committee.

UNIVERSITY OF CINCINNATI
UNIVERSITY LIBRARIES

UNIVERSITY LIBRARIES TRAVEL REVIEW

POLICY, PROCEDURES, AND CRITERIA

POLICY

1. Definitions of Requests:

   Library personnel may request funding and/or release time to attend local, state, regional, national, or international library organizations and subject specialty meetings, vendor workshops or meetings, or management training or self-development seminars for the enhancement of library skills, professional contacts, interpersonal or management skills, or service to the library profession.

2. Categories of Requests:

   A. Travel is sometimes required for library personnel to attend a meeting as representatives of the University Libraries in an official capacity or for obligatory training or for the updating of skills essential to library operations. Some library personnel may require initial training or enhancement of professional development skills at training sessions or other workshops. Such travel is covered by administrative travel or continuing education and training funds.

   B. Library personnel may desire to attend meetings for professional development. Additionally, they may be requested to deliver papers, to participate in panel discussions, to manage workshops, or to act as organization officers, committee chairs or committee members. Activities such as these are covered by Library Staff Travel Funds.

3. Limits of Funding:

   The total amount of money available for travel in any given year will govern approvals of travel requests or the amount allowed for each one.

4. Levels of Funding:

   The criteria for levels of funding are indicated on the attached table. Funding may be adjusted in accordance with the level of funding available and the number of applicants. Article 26 of the current AAUP Collective Bargaining Agreement sets forth additional criteria for funding applicable to members of the librarians' bargaining unit.

42

PROCEDURES

1. Travel Review Committee:

   A. The Committee shall consist of six members of the University Libraries four bargaining unit members and two members of the support staff.

   B. Two bargaining unit members are elected through elections held by the University Libraries System Executive Committee. Two are appointed by the Dean and University Librarian.

   C. The support staff members are appointed by the Dean and University Librarian. Nominations and self-nominations for these positions are solicited by the Dean by means of an announcement in the Library newsletter.

   D. The terms of office, which are staggered, are for two years with new members taking office on the 1st of July. For the first Committee, the terms are:

      1. Elected bargaining unit members: One serves for one year, the other for two years.

      2. Appointed bargaining unit members: One serves for one year, the other for two years.

      3. Appointed support staff members: One serves for one year, the other for two years.

   E. At the first meeting the Committee elects a Chairperson for the forthcoming academic year.

   F. A meeting schedule for the forthcoming academic year is established at the first meeting.

   G. The Committee reports to the Dean and University Librarian.

2. Dates for Submission of Travel Applications:

   A. The Dean will notify the Committee of the budget no later than September 1. The Committee meets as soon as possible after July 1 to establish a quarterly meeting schedule.

   B. The Committee publishes a schedule of the dates for submission of travel applications anticipated in the forthcoming year in the Library newsletter.

   C. A schedule should appear at least two weeks before each application deadline.

3. Steps in the Process of Applying for Travel Funding:

   A. Applicant forwards application(s) for support to department head, using the Request for Travel, Continuing Education, or Training Support Form.

   B. Department Head forwards application(s) to Associate University Librarian with recomendations.

   C. Associate University Librarian forwards applications with recommendations for funding from the Library Staff Travel Fund to the Chairperson of the Committee. Recommendations for administrative travel or continuing education and training support are forwarded to the Dean.

   D. The Committee forwards its recommendations to the Dean and University Librarian, along with all applications received.

   E. The Dean communicates to each applicant via the Department Head the decision on the application(s) for funding, and informs the Committee of these decisions.

   F. If additional funding becomes available after the Dean's decisions have been made, then the Dean will inform the Committee on how the additional funding was distributed.

4. Arrangements:

   A. The traveler arranges travel plans, reservations, etc. with the Library Business Manager.

   B. The traveler is informed of necessary receipts which must be submitted to the Business Manager for reimbursement.

   C. The traveler is responsible for completing registration procedures for workshops, meetings, etc. (For some local, primarily GCLC, workshops group registration will be handled through the Business Manager.)

   D. If travel plans are cancelled after funding is approved, the traveler should notify the Business Manager.

CRITERIA FOR FUNDING

1. Library Staff Travel Fund:

Funding Levels	Transportation;* partial lodging or registration	Transportation or registration
Deliver paper	X	
Participate in panel	X	
Manage workshop	X	
Organizational officer	X	
Organizational committee chair	X	
Organizational committee member	X	
Attendance		X

*Based on cost as estimated by Business Manager

2. Administrative Travel:

Covers attendance where required as a library representative. The above criteria are not applicable. Depending on funding available all or partial costs will be covered.

3. Continuing Education and Training:

Coverage of local workshops, vendor update sessions, seminars, obligatory training, etc. The above criteria are not applicable. Depending on funding available all or partial costs will be covered.

Approved 8/88

UNIVERSITY LIBRARIES REQUEST FOR TRAVEL, CONTINUING EDUCATION, OR TRAINING SUPPORT

(Submit according to published timetable for Staff Travel Fund and as far as possible in advance of travel for other funds.)

TO: _____ (Dept. Head or Associate University Librarian)

FROM: _____ (Staff Member)

DATE: _____

1. Title of meeting or activity: _____

   Location: _____ Dates: _____

2. Purpose: (check appropriate category)

- ☐ Deliver paper
- ☐ Participate in panel
- ☐ Manage workshop
- ☐ Organizational officer
- ☐ Organizational committee chair
- ☐ Organizational committee member
- ☐ Attendance
- ☐ Attendance requested by Library Administration

Justification: (additional information such as a copy of the program, agreement, or letter of invitation may be attached)

_____

_____

_____

3. Funding received for past fiscal year: (check appropriate categories)

Title of meeting attended	Registration	Transportation	Lodging	Meals

4. Amount of release time requested: _____

5. Funding requested: (must be completed in full)

Registration: $_____

Transportation:
- Air fare $_____
- Ground Travel $_____
- ____ Automobile miles @ $0.__ per mile = $_____

Total transportation $_____

Lodging:
- __ nights @ $__.__ $_____

Meals:
- __ days @ $__.__ $_____

Total funding requested $_____

6. Approvals:

Department Head: ☐ Approve ☐ Disapprove

Comments: _____

_____

_____

Signed: _____ Date: _____

Associate University Librarian: ☐ Approve ☐ Disapprove

Fund: (check one)

☐ Library Staff Travel Fund ☐ Administrative Fund ☐ Continuing Education & Training Fund

Comments: _____

_____

_____

Signed: _____ Date: _____

7. Funding decisions:

Committee:

Transportation: $_____

Lodging: $_____

Registration: $_____

TOTAL: $_____

Reason not funded: (check appropriate category)

☐ Criteria ☐ Inadequate justification ☐ Insufficient funds

Signed: _____ Date: _____

Dean and University Librarian:

Transportation: $_____

Lodging: $_____

Registration: $_____

TOTAL: $_____

Reason not funded: (check appropriate category)

☐ Criteria ☐ Inadequate justification ☐ Insufficient funds

Signed: _____ Date: _____

The completed form will be returned to the applicant via the Department Head as notification of funding decisions.

University Libraries 8/88

APPENDIX G

UNIVERSITY OF FLORIDA LIBRARIES POLICIES:

Travel and Staff Education Funding Policy and Procedures

I POLICY

Staff development is a high priority for the University of Florida Libraries. The Library regards staff development as a joint responsibility between the staff member and the Library. Individual staff are expected to take responsibility for their own growth in knowledge and skill, identifying courses, workshops, conferences and other educational, professional, or skills oriented opportunities to improve their capacity to do excellent work on behalf of the University. The Library is committed to helping them as best it is able.

Travel dollars are allocated so as to get maximum benefit for the University of Florida Libraries and the State of Florida. It is the highest priority to influence and contribute to national and regional library developments that will affect our ability to support the teaching and research goals of the University. Building on this base, is our commitment to enhancing the professional growth, development and reputation of our staff (both professional and support) by assisting staff attendance at such events as are outlined below.

A. TYPES OF ACTIVITY

In support of these goals, the Library allocates staff development/travel funds among three categories: Library Business, Professional Development, and Staff Education, each of which contributes to the Library's overall mission. They are defined as follows:

1. Library Business. Travel which is done at the request of the Library Administration to help the Library accomplish its mission. Attendance at meetings of organizations of which the Library is a member and which provide it services, national and regional cooperative program meetings, required attendance at training sessions to gain knowledge necessary for the performance of the job (e.g., field work for collection development, NACO training, etc.) are all covered under Library Business. Generally the traveler is the sole UF representative at the meeting and has the authority to speak for UF in that context.

2. Professional Development. Professional development travel promotes professional growth and knowledge and broadens perspective by providing an opportunity to meet and exchange information with staff from other research libraries similar to the University of Florida and to work together with them on issues affecting libraries nationally. It provides staff the opportunity to bring back information to their departments on topics of concern, to keep current in their field and in the profession generally. The Library's highest priority is to influence national library developments and enhance the professional reputation of our staff. In this category, highest priority is given to those librarians contributing substantively to such organizations. Under this category, the Library will give "conferenceships" each year to a limited number of junior staff to help them become established in professional organizations.

3. Staff Education. Educational travel is travel to attend workshops, seminars, or other training sessions to learn more about a job related area. The idea here is to bring back to the Library skills and knowledge that could not otherwise be obtained. Such opportunities may range from a one-day secretarial skills workshop in Jacksonville to a two-week seminar on library management in Maryland.

B. FUNDING POLICY

Funding for travel will be based on availability of funds and on the priority given the travel request by the Department Chair and the Division Director. In the interest of stretching limited funds as far as possible toward meeting the needs of all staff members, all staff are funded at the same level for professional development travel, with exceptions being made when travel is outside the continental U.S., when the registration fee is over $100, and for junior staff "conferenceships." Only with rare exceptions can the Library fund more than two professional development trips per year for any staff member since funding more than that for some would eliminate opportunity for others. Approximately one-third of the travel budget is allocated for business travel, two-thirds for professional development and staff education travel. The limited nature of available travel funds means that at times, the Library will only be able to approve paid time for professional development travel.

The Library will attempt to respond to travel requests as soon as possible after the actual Expense budget is known and the implications of state directives for its expenditure are known. That has been as late as October in the past. Funding levels for meetings held prior to library-wide travel notification will be considered on a case-by-case basis upon request to the Library Personnel Officer by the individual traveler.

Business travel will be given top priority for funding and normally will be reimbursed at the maximum level allowed under State regulations. Professional Development travel is reimbursed at a set rate based on the amount the Library has that year to spend for travel, and is prioritized by both the Department Chair and the Directors based on the value of attendance at that meeting to the Department and the Library. Staff Education travel will be funded on a case-by-case basis; when the travel is required for the job the funding will be at the business rate, when the travel is for professional growth of the staff member and will indirectly benefit the quality of library services, the amount of funding will generally equal the amount allocated that year for Professional Development travel.

C. FUNDING CRITERIA FOR PROFESSIONAL DEVELOPMENT TRAVEL

When prioritizing Professional Development travel funding requests, the Department Chair makes decisions based on his/her perception of the value of attendance of the meeting to the Department and the Library as well as to the staff member. Chairs consider the staff member's priority ranking of requests, but this ranking is not binding upon the Chair who attempts to balance attendance at meetings to obtain the greatest good for the Department. Similar considerations are applied by the Directors to insure the greatest overall value to the library. Highest priority will be given to involvement in national or regional organizations; if sufficient funds remain, statewide events may also be funded.

Generally speaking, level of participation is the primary criterion for ranking a funding request. The Library's highest priority regarding travel is to influence and contribute to national and regional library developments, therefore requests from staff with high levels of participation at national or regional meetings (presenting a paper, elected office, committee chairs, panel presentation, poster presentation, program moderator, committee membership) will generally, but not always, be ranked above requests from those who wish to attend in order to broaden perspective, remain current in their areas, or become involved in a professional activity. While level of participation is the chief criterion, other criteria to be used in prioritizing include the need of the department or library to have representation at a particular meeting, and the overall benefit of attendance to the department, library, and staff member.

49

Junior staff "conferenceships" are awarded to a limited number of junior staff who have been in the profession a limited amount of time, and who need additional financial encouragement to become active in professional organizations. Criteria used to determine which junior staff merit "conferenceships" include the perceived potential of the staff member to make contributions to the profession and the library, and whether the staff member has previously been awarded travel money.

II PROCEDURES

A. INITIAL REQUESTS

1. In early summer the Library Personnel Officer notifies Department Chairs of the date Travel Request Forms are due in the Library Personnel Office. Staff complete a Travel Request Form (sample forms for copying can be found in both the Librarians' Career Development Handbook and the Library Policy and Procedures Manual) for each trip requested and submit the forms to the Department Chair. Professional development requests are ranked according to preference by the staff member. Travel requests are submitted to the Department Chair even if no funding is requested since approval is necessary for staff to be eligible for paid time away from assigned duties.

2. Department Chairs send a copy of the Travel Request Form to the requestor, indicating that a request for authorization to travel only (no funding requested) was either (a) approved or (b) disapproved, and that a request for both authorization to travel and funding was either (a) approved for travel but not submitted to the directors for funding consideration, (b) approved for travel and submitted for funding consideration, or (c) disapproved. Disapproved requests for authorization to travel are to be accompanied by reasons for disapproval.

3. Chairs prioritize all approved **funding** requests for professional development travel. Chairs may rank more than one request at the same level. The Chair's requests for his or her own travel funding are not to be included in the Chair's prioritization process; these unprioritized requests are to be submitted directly to the Library Personnel Officer.

4. Only under exceptional circumstances should more than two professional development requests for any one staff member be submitted to the Library Personnel Office for funding consideration.

5. Requests for junior staff "conferenceships" and staff education funding are to be accompanied by written justification from the Chair.

6. All funding requests (library business, professional development [ranked by the Chair], staff education and junior staff "conferenceships [accompanied by written justification from the Chair]) are submitted to the Library Personnel Officer for assembly, analysis and presentation to the appropriate directors.

7. Division Directors rank requests for their divisions. The Director of Libraries may review the decisions of the Division Directors. Recipients of the junior staff "conferenceships" will be chosen by the directors.

8. The Library Personnel Officer notifies staff whose funding requests were submitted to the Library Personnel Office, and Chairs of the level of travel funding granted.

9. If at any time a staff member chooses not to use funds granted, he/she should immediately notify the Library Personnel Officer and Chair so that the funds can be reallocated to other staff.

B. TRAVEL AND REIMBURSEMENT

1. At least three weeks before the anticipated travel date, the traveler contacts the department member who handles travel (usually the departmental secretary), and supplies him/her with information about the trip. The secretary types a Travel Authorization Request (TAR) which after being signed by the traveler and the Chair is submitted to the Libraries' Administrative Office for the Director's signature. The departmental secretary sends the top three copies to University Travel and the fourth (pink) copy to Library Accounting, and retains the fifth (gold) copy for the department files.

2. After the travel is completed, the traveler submits all appropriate receipts to the departmental secretary. The secretary prepares the reimbursement form. This form is signed by the traveler and the Department Chair, and is then **submitted to the Library Administrative Office for review by the Library Personnel Officer.**

2.1. **Receipts**. Receipts are submitted for all reimbursable items: hotel costs, taxi fares, tolls, parking fees, work-related phone calls, registration fees, airfare, rental cars. Non-reimbursable expenses include tips, travel insurance, rental car insurance options, personal phone calls. Meal receipts are not needed since reimbursement for meals is on a per diem basis. For more detailed information see the UF Handbook on Business Procedure.

2.2. **Travel Advances**. An advance not to exceed 80% of the anticipated per diem reimbursement may be made to a full-time staff member who has been authorized a per diem expenditure of seven or more days. The departmental secretary must be notified at least one month prior to departure of a request for this type of travel advance.

2.3. **Airline Tickets**. If full reimbursement of airfare has been approved, airline tickets may be obtained without the traveler's using his or her own money. Several weeks before departure, the traveler notifies the department secretary that s/he wishes to have the ticket purchased with a TR.

C. UNANTICIPATED TRAVEL

It is unrealistic to expect that travel for an entire year can be anticipated at the beginning of the year. When unanticipated professional development or staff education opportunities arise during the year, the staff member fills out the Libraries' Travel Request Form and submits it to the Chair for approval. Approved **funding** requests accompanied by comments from the Chair are submitted to the Library Personnel Officer. The appropriate Division Director makes a decision as to level of funding to be granted. This decision may be reviewed by the Director of Libraries. The staff member and Chair are notified of the decision by the Library Personnel Officer.

D. REPORTING ON TRAVEL FUNDED BY THE LIBRARIES

Staff members who receive professional development and/or staff education funds are expected to submit to the Department Chair a report on the trip or training as soon as possible after returning. A copy of the report is sent to the Library Personnel Officer. Ideally the report will be short (no longer than a page and a half) and of general interest to the library staff.

7-17-89

APPENDIX G

UF LIBRARIES TRAVEL REQUEST FORM

Name_____ Department_____ Today's Date_____

Name/Location of Meeting_____

What dates will you attend?_____
Are you a current member of the organization sponsoring the meeting? ____yes ____no ____not applicable
For this trip are you requesting funding? _____yes _____no
What is the approximate cost of the registration fee (if any) for the meeting? _____
What is your ranking of this trip as compared with your other requests (if any)? _____
Nature of meeting/course/workshop:

Expected extent of participation at meeting (Complete this item in DETAIL. Funding may depend on your completion of this item. If expected extent of participation changes during year, immediately notify Library Personnel Officer):

Expected benefit to the Libraries, individual, university, or profession:

TO BE COMPLETED BY DEPARTMENT CHAIR (Dept. Chair: after completing part A, send a copy of this form to the requestor.)

A. This travel request has been (funding requests)
_____ a. approved for travel but not submitted for funding consideration
_____ b. approved for travel and submitted for funding consideration
_____ c. disapproved
(requests for authorization to travel only)
_____ a. approved _____ b. disapproved

B. Type of travel request _____ staff education _____ junior staff "conferenceship"
_____ library business _____ professional development

Departmental ranking for professional development _____
COMMENTS/JUSTIFICATION:

TO BE COMPLETED BY LIBRARY ADMINISTRATION
Level of funding granted_____
7/17/89

his library preservation research. An applicant may request up to $25,000 in the Sciences and Social Sciences, Biological and Life Sciences, Physical Education, Physical Sciences and Mathematics, and up to $7,500 in the Fine Arts, Humanities, Law, Business, Journalism, and Architecture. There is a special emphasis on awards to faculty who have been at the University for two years or less. See Appendix E for complete guidelines for research development awards.

2.3 University Coursework (*Agreement:* Article 21.4, 22.2). The Libraries encourage librarians to avail themselves of the opportunity to develop skills and increase knowledge applicable to their assignments or to library goals. The University supports this by allowing staff, with the approval of their supervisors, to take up to six semester hours per term tuition-free. Although department chairs are obligated to ensure that departments are able to meet their responsibilities, flex time can be arranged for most positions and it is strongly supported by the Libraries. (See Appendix F for a coursework application.)

2.4 Skills Courses. Librarians are encouraged to attend, with their supervisors' approval, courses aimed at increasing various types of skills that are provided throughout the year by the Libraries, the University's Division of Human Resources, and the Faculty Support Center for Computing. Funding is available for librarians to attend skills courses offered off-campus by other organizations. Courses and institutes offered to librarians in the recent past include ARL Office of Management Studies (OMS) Institutes on Basic Management, Advanced Management, and Analytical Skills, and Performance Appraisals for Librarians. There have also been workshops on dealing with difficult people, managing student workers in academic libraries, stress management, and time management. Suggestions regarding subjects that would be useful to you and other staff are welcomed by the Library Personnel Officer.

2.5 Committee Assignments. The Libraries encourage librarians to participate actively on planning, advisory, decision-making and other types of Library and University committees. This work is an opportunity to apply analytic skills and knowledge of the research environment to the challenges facing the University and the Libraries. As faculty members, librarians are eligible to serve in the University Senate and on most University committees. Each year librarians are given an opportunity to volunteer to serve on University committees or to nominate other faculty members. Numerous library-wide or departmental committees (e.g. search and screen committees, policy committees, coordinating committees, or ad hoc problem solving committees) and administrative groups at various levels offer librarians further opportunities to become more involved in and provide service to the Libraries. Librarians interested in serving on committees to which librarians are nominated (versus being elected) are advised to actively pursue nomination by discussing their interest with department chairs, the Library Personnel Officer, directors, committee chairs, or other appropriate persons.

2.6 Professional Travel (*Agreement:* Article 21.1). Librarians are encouraged to broaden their knowledge of professional issues and expand their educational horizons, and to contribute to the profession by presenting papers, serving as organizational officers, working on committees, serving as panel moderators or members, and by attending, with the approval of the supervisor, workshops and meetings related to librarianship or an appropriate subject discipline. Limited travel funds are available through the Libraries to help support these staff development purposes. For further information on the staff development travel program, see Appendix G of this document.

2.7 Sabbaticals (6Cl-7.029(7) *F.A.C.*, *Agreement*: Article 22.3). Full-time librarians who have attained tenure and completed six years of full-time service at the University are eligible to apply for sabbatical leave for the purpose of professional renewal, planned travel, study, formal education, research, intellectual refreshment and updating, writing, or other experience of professional value. Each year the University notifies librarians and other faculty members of the sabbatical program and specifies by memorandum the eligibility criteria, the procedures for application, and the number of leaves to be granted annually. Some library staff have used this opportunity to complete major

ISU TRAVEL AND TRANSPORTATION POLICIES

IOWA STATE UNIVERSITY

The basic rules and regulations governing staff members of Iowa State University for travel are as follows: (This is an abbreviated version: for complete statement consult the University's Office Procedure Guide.)

Requesting Authority for Travel of Official Business. All out-of-state travel requires authorization in advance from the Dean: if more than seven days in length, the Vice President for Academic Affairs also must sign. Vacation taken before, during or after the trip is counted in the seven days.

The traveler will initiate a request through his/her department head. The department head will forward approved requests to the appropriate assistant director and then to the Dean. If such travel is approved by the Dean, the request is then typed on an official University form, signed by the traveler and the Dean. One copy will be returned to the traveler. **In no case should the traveler depart without authorization.**

[Travelers wishing to request partial reimbursement for expenses will need to route the travel request form through the ISU Library's Travel and Research Committee immediately after receiving aproval from the department head and assistant director. The Committee will then forward the travel request to the Dean's Office and will notify the individual of whether or not money was allocated.]

A copy of the approved authorization must be attached to the travel expense voucher when submitted. It will constitute the only certification to be received by the Accounting Office.

In-state travel must be authorized in advance by department head, assistant director and the Dean for staff members whose duties require such travel.

Travel Expense Regulation. Any reimbursement for travel expenses, lodging and meals will be on an actual cost basis up to the amount approved for a specific out-of-state or in-state trip.

1. Expenses should be held to a minimum. The University will not reimburse individuals for luxurious accommodations, excessively expensive meals, alcoholic beverages or tips.

2. Lodging expenses for one person will be permitted at the standard single room rate and must be documented by appropriate receipts. When a traveler whose expenses are not being paid (such as a spouse) is staying in a room of another whose expenses are paid, documentation must be provided to indicate the standard single room rate of the hotel or motel.

3. When a leave of absence for vacation or other personal purpose is taken by an employee while in travel status, the expenses shall cease during the duration of the leave of absence and **such leave of absence must be shown** on the out-of-state travel authorization.

Travel by Privately Owned Automobile. Mileage reimbursement for official travel shall be paid at the prevailing mileage rate established by the state when the use of a personal car is authorized.

Transportation Services. Because of the number of problems encountered in using University-owned vehicles, use of personal cars is encouraged. If a University car is to be used, reservations should be made at the Dean's Office. An additional charge is made if the vehicle is not returned before 8:30 a.m. the following day.

Public Carrier. Travel should be by common carrier unless schedules, number of persons taking the trip or other factors make the use of private or university equipment more practical. Common carriers include rail, bus, and air services. Reimbursement will be at the lowest coach or tourist fare available plus necessary ground transportation costs. Whenever possible, tickets should be obtained by direct purchase order to the appropriate issuing agency.

Miscellaneous Expenses. Receipts for cash expenditures should be obtained to support all travel expense vouchers when practical and shall be presented with the travel expense voucher upon its submission. Such expenditures should be itemized by days on the travel expense voucher.

1. Telephone and telegraph expense. The name of the person or company called or the reason for the call should be indicated on the travel voucher.

2. Taxi fare and the cost of other local public conveyances are allowed for official station to the transportation terminal and return; from the transportation terminal to the place of lodging and return; and to places of official visitation. The amount of taxi fares to be reimbursed should be itemized by individual taxi fares showing the starting and ending locations.

3. Parking fees will be reimbursed on an actual cost basis and receipts will be required.

4. Receipts are required for registration fees.

5. No purchase of any type of supplies will be allowed.

6. No reimbursement will be allowed for tips, laundry, cleaning, pressing, or other personal items; or for purchase where cash receipts that would normally be expected to be attached have been lost.

7. The use of rental vehicles for trips or at destination points will be severely restricted to urgent needs only. When the use of a rental vehicle is authorized, be sure that the discount available to University employees is obtained.

Reimbursement. Travel expense vouchers presented for payment should not claim reimbursement for an amount in excess of the amount approved on the out-of-state travel authorization. Subsistence in excess of the amount originally authorized or other increased expenditures exceeding 10 percent of the amount originally indicated may not be included in the travel expense voucher without a revised authorization.

When an employee travels by other than the shortest route, such fact, along with the necessity therefore, shall be indicated on the expense voucher. Detours or other reasons for making mileage or fares greater than shown on the official road map must be indicated.

Additional official automobile travel within a city or town should be listed separately from travel between cities and towns and shall be itemized sufficiently to show the address or addresses visited and the approximate mileage and direction from the center of the city or town. For example, "destination: 4100 East 25th Street, Des Moines, Iowa." Additional official travel outside a city or town shall be itemized sufficiently to show the location visited and the approximate mileage and direction from the nearest city or town driven through. For example, "contacted John Doe, residence two miles northeast of Sioux City."

Travel expense vouchers will not be processed on an emergency basis. Under normal circumstances the check should be available to the individual employee within five days of the date the voucher is received in the Business Office.

Local travel in the Ames area or in the vicinity of the official station will not be reimbursed.

Each individual employee should submit his/her own travel expenses. One individual should not submit combined expenses for several employees traveling under official status.

Travel expenses should be turned in at the completion of out-of-state trip to the Dean's Office, 302 Library. Vouchers will be prepared for signature.

Standard Mileage Distances. The standard mileage to be used in computing travel from Ames may be obtained from the University's Office Procedure Guide.

Additional clarification of travel policies can be obtained from the Dean's Office, 302 Library.

As long as the Marshall Motor Coaches Bus Service is in operation, the following policy will be in effect: The service traveling to the Des Moines Airport from Ames is available to all members of the general public in addition to the University staff and faculty and Highway Commission employees. University passengers may pay for the airport transportation in either of two ways: (1) with cash on entering the bus at which time a receipt will be issued to the passenger; (2) if desired, when the airline ticket is ordered from the local travel agency, bus tickets for the trip to the airport and/or return may be ordered on the requisition and will be included with the airline ticket for use by the passenger. The bus schedule may be obtained at the Dean's Office, 302 Library.

For those flights when the bus service is not available, particularly late evening arrivals, mileage reimbursement for official travel in a privately-owned vehicle to the Des Moines Airport is permissible and will be reimbursed for 84 miles at the official mileage rate for one round trip. (For further information see the Office Procedure Guide.)

February 2, 1982
Revised October 20, 1984
Updated February 21, 1986

TRAVEL FUNDING

The Library has a number of categories that comprise its travel support program. They are funded separately with individual budgets which are established by the Library Administration at the beginning of the year. The categories are described below.

I. Professional Travel

This category covers professional travel for Library faculty which includes conferences, institutes, seminars and workshops. Requests are submitted through administrative supervisors to the Travel and Research Fund Committee and funds are allocated according to a formula developed by the Committee.

II. Research Incentive

These monies are apportioned to academic units, including the Library, according to a formula established by the Office of the Provost. Monies are allocated within the Library by the Travel and Research Fund Committee to support research of Library Faculty. Monies may be used for supplies and services, hourly wages, travel expenses, equipment, etc., but may not be utilized for salaries, graduate assistant stipends, and computer time. A summary of how the funds were spent is due from the Chair of the Travel and Research Fund Committee to the Library Administration on August 1.

III. Administrative Travel

Funding for travel will normally be based upon the availability of funds and upon the value of the request to the overall Library organization. Individuals supported will be selected based upon the appropriateness of the event to their position or their need. Administrative travel

expenses, along with a record of requests, funding, and circumstances will be maintained in the Office of the Dean. Procedures for processing travel requests after funding will be governed by the Library Information Policies Manual and the Iowa State University Office Procedures Guide.

A. Business Travel

Travel undertaken by Library staff as a requirement of their positions or because of the value of such travel to the Library as determined by the Dean and the Assistant Directors falls into this category.

B. Staff Development

The development of staff is key to the successful operation of the Library. Development opportunities occur regularly. The Assistant Directors and the Dean will identify opportunities and individuals on the Library staff they determine should be supported from this fund. Individuals selected for development opportunities will be expected to share the information they gain from the event with appropriate groups within the Library either through a written report or orally at a meeting.

C. Recruitment

This category supports such things as travel, lodging, meals, and advertising in relation to the recruitment of Library faculty.

D. Dean

This category supports the travel of the Dean.

E. Assistant Directors

This category supports the travel of the Assistant

Directors.

IV. Procedures

Travel and research requests are forwarded via the Library's official travel form from the individual faculty member through the section head, department head and assistant director to the Dean and then to the Travel and Research Fund Committee if appropriate. Staff development requests will be reviewed at a group meeting of the Dean and the Assistant Directors. Approval will be based upon the value of the event to the Library. The individual(s) selected will be chosen on the basis of the job related value of the opportunity. These will, of necessity, be subjective judgements but every attempt will be made to be fair and complete in selecting and judging possible candidates for development opportunities. The Business Travel and Staff Development sections of Administrative Travel may fund both faculty and staff within the Library. The other areas listed above are utilized for Library faculty.

DRAFT 10/6/89/

M E M O

DATE: October 27, 1989

TO: Library Faculty

FROM: Travel and Research Committee:
Sally Fry
Mary Ellen Huls
Lori Osmus
Nancy Pelzer

RE: Allocation of Travel Monies

In response to chages made in the budgeting of travel monies this fiscal year the Travel Committee proposes that the criteria used for allocating funds be changed **from:**

1.	General Library faculty travel use	Base amount
2.	New faculty members (on staff 36 months or less) officers of state or regional groups or presentors at state or regional meetings	1.5 x base
3.	Faculty members who serve on national committees	2.25 x base
4.	Faculty members who chair national committees or present papers at national meetings	3.25 x base

to:

1.	General Library faculty travel use	Base amt
2.	Faculty members new to the profession (≤ 36 months), officers of state or regional groups, presentors at state or regional meetings, and faculty members who serve on national committees	1.5 x base
3.	Faculty members who chair national committees or present papers at national meetings	2 x base

The base amount for the fiscal year is $225.00.

Discussion time will be allotted at the Faculty meeting on October 30th.

SF/km

60

GUIDELINES FOR ALLOCATING FUNDS FOR BUSINESS TRAVEL

Business travel is undertaken by Library staff as a requirement of their positions or because of the value of such travel to the Library as determined by the Dean and the Assistant Directors. Business travel costs may include transportation, hotel/motel, meals, registration fees, and other appropriate charges related to such activity. An event will be identified by the Dean or written requests will come from an Assistant Director detailing the event and its value to the ISU Library. Requests will be considered and appropriate individuals will be identified at regular meetings of the Dean and the Assistant Directors.

Occasionally, the Library may be able to provide funds for attendance at a meeting of general interest. In these cases, it is advisable that faculty be aware of the opportunity so that individuals who wish to receive such funding can make that interest known to their supervisor. Funds would ordinarily be allocated as indicated above.

Funding will be based on availability of funds and on the value of the request to the overall Library organization. Individuals will be selected based on appropriateness of the event to their position. Business Travel expenses, along with a record of requests, funding, and circumstances will be maintained in the office of the Assistant Director for Administrative Services and Personnel.

Procedures for processing travel requests after funding will be governed by the Library Information Policies Manual and the Iowa State University Office Procedures Guide.

ISU LIBRARY TRAVEL REQUEST FORM

Name _____ Title _____ Soc Sec# _____

Address _____ Home Ph. _____ Bus. Ph. _____

Date Leaving _____ Returning _____ Place Visited _____

_____

Purpose Of Trip and Nature of Involvement (Do not use acronyms):

COSTS

If expenses are paid by another agency, name agency:

If you are requesting funds from the ISU Library, list ALL costs, even if you only expect reimbursement for a portion:

Plane _____ Train _____

Private car: _____ miles @ $.21/mile= _____ ISU car: yes _____ no _____

Who is in charge of car _____ Car passengers_____

_____

Registration _____ Meals _____ Hotel _____ Parking _____ Taxi _____ Bus _____

Depart Time _____ Return Time _____

TOTAL COSTS _____

FUNDING AND APPROVALS

Approvals and comments: A=AD's, B=business, C=conference, D=development, R=recruitment

Dept. Hd.: _____

AD: _____ B ___ C ___ D ___ R ___

Dean's Office: _____ B ___ C ___ D ___ R ___

Funding:	**Office of the Dean:**				
Regis. Fee	Hotel	Meals	Trans	Other	TOTAL
	Travel Committee:				
Regis. Fee	Hotel	Meals	Trans	Other	TOTAL

62

Revised 10/10/89 **(over)**

INFORMATION FOR TRAVELLERS

1. Complete this form for all off-campus travel.

2. Indicate all leave taken in connection with authorized travel.

3. Do not depart on travel out of state without Authorization form, prepared by the Dean's Office.

4. Transportation arrangements are made through Travel and Transport of Ames. If any portion of the fare is to be paid by the University, determine the deadline for the quoted fare.

5. Submit official receipts upon return. Credit card slips cannot be accepted. If you share a hotel room, you will need a separate billing for yourself.

6. Allocations are limited to the fiscal year in which they are made.

MILTON S. EISENHOWER LIBRARY
JOHNS HOPKINS UNIVERSITY

September 25, 1989

Travel Policy

The Milton S. Eisenhower Library accepts learning as an integral and vital function of its organization. The library encourages participation of staff members in activities which foster improved job performance, career growth, and skills development. To support activities that further staff development as fairly and cost effectively as possible, the following policies have been developed.

Staff members are expected to travel by the most economical means available, and to share travel (e.g. carpool) whenever possible. Expenses incurred during required travel should not be above normal expenditures for the locality. Individuals submitting questionable expense reports will be asked to justify any expenses.

I. Required Travel

Required travel is travel necessitated by virtue of one's job in conducting official library business. This includes representing the library at such meetings (as opposed to programs which are elective) as: RLG, ARL, NOTIS users groups, GPO depository council meetings, Language Lab projects with Georgetown University and must have the approval of the department head and the division head.

Full reimbursement is possible for programs or institutes that are deemed essential for the employee to conduct their job.

II. Elective Travel

A. Conference Travel

Travel funds are available to attend conferences which relate to one's work in the library. Available funds are allocated on a pro rata basis for reimbursement based on several factors such as the individual's level of responsibility in the library, the relationship of the conference to the individual's work, and the number of individuals representing the library at the conference. If one is participating in a conference as a speaker or officer the percentage of reimbursement may be increased.

The purpose of this formula is to establish a rate model for elective travel to conferences and programs and thereby

eliminate the possibility of excessive spending being absorbed by the library. Once model rates are determined for a specific conference, the percentage of reimbursement, as determined by the Administrative Committee, will be applied to the model. One benefit to such a procedure is that this enables potential participants to know in advance exactly the dollar amount of reimbursement he or she would receive if they were to attend. It should be emphasized that the reimbursement, although the amount is known in advance, will be issued only after an individual's receipts are received and processed by the library office. The Library Administration shall determine when alternatives to this model will be established (e.g. when only one person is attending a conference).

The standard procedures to request permission for such travel must be followed. Travel expenses will be reimbursed in accordance with University travel policies.

1. Model Transportation costs

a. From city to city: mode determination

1. The type of transportation to be used in the model for a particular trip will be the most reasonable mode of transportation available.

2. For example, from Baltimore to Chicago the mode of transportation for the model would be via plane; from Baltimore to Washington, D.C. by car; from Baltimore to Philadelphia and to New York via train.

3. In cases where there is doubt, such as whether to use car or train to Philadelphia for the model, the slightly higher rate will be used.

b. From city to city: model rate

1. The model rate will be the lowest advanced payment rate available for the official time period of the conference or program.

2. As planning for elective travel should be done in advance it will be expected that the substantial discount rate currently available for air travel will be the norm.

c. Ground transportation

1. The model rate for ground transportation will be $10 per day. This may be increased depending of the city.

PERCENTAGE OF REIMBURSEMENT FOR APPROVED ELECTIVE CONFERENCE TRAVEL

The following percentage reimbursement structure is now in effect for approved elective travel. This decision is based on priorities for travel as discussed in Administrative Committee and will be applied to the elective travel expense model.

Base: 40%

additions possible:

1) member of committee	5%
2) committee chair	10%
3) elected officer	10%
4) paper presenter of program participant	10%
5) MSEL department head and above	10%

An individual is thus presented with incentives for active participation and may receive up to 75 or 85% reimbursement of the expense model established. It was also noted that the library receives important benefits from senior library administrators attending conferences. (Attendance in discussion groups does not constitute committee membership.) Specifics of model approved in 1985 are available in the MSEL Policy Manual section 18B.

ELECTIVE FOREIGN TRAVEL (outside North America)

Foreign travel is often substantially more expensive than domestic travel and different criteria has been established for reimbursement.

Guidelines: One half of expenses not to exceed $400 for approved travel. As a minimum, leave with pay will be available in most circumstances.

B. Workshops and Institutes

Basically two kinds of workshops and institutes are available to library staff members: in-house and external. 1) In-house workshops are sponsored from time to time by the library; these may be skill oriented or management oriented. 2) External work shops are sponsored by a variety of organizations such as professional organizations, government agencies, educational institutions, and others. Except when specifically requested to do so by the library administration (see "Required Travel Guidelines"), staff members may attend such workshops, when they have received the appropriate approval, on terms similar to attending a conference.

Approved attendance at workshops or institutes that 1) have registration fees of $50 or less and 2) are within one day's driving distance may be approved by the appropriate supervisor and division head at a full reimbursement level for the registration fee, 3) if there are sufficient funds. In these circumstances, only the registration fee will be reimbursed. Approval of attendance at such workshops or institutes is based on a number of factors, one of which is the need for adequate staffing of the library. The library's business office must be informed as soon as possible in advance. It is understood that workshops and institutes are not always scheduled far in advance; the schedule of imforming the office of requests should be followed whenever possible.

Guidelines have been developed to assist staff and supervisors in recommending approval for workshop requests. Other factors involved in the determination of reimbursement are 1) the overall amount of money received by an individual in one year from the library's travel funds, and 2) the need as perceived by the library administration from a library-wide perspective and the current year's priorities. Determination of funding is made by the Travel Committee upon recommendation of the appropriate division head. Recommendations for funding level should be presented by the appropriate division head.

Other than required programs, there are two categories for reimbursing staff attending workshops or institutes.

a. Time Off with Pay. Programs in this category relate to library funding for workshops or institutes that are either a) not high priority, b) not related to the individual's library duties and responsibilities, or c) indirectly related to duties and responsibilities.

b. 50% Reimbursement. This level of reimbursement is possible for individuals who wish to enhance or develop skills, abilities, and knowledge that are <u>directly</u> related to their work duties and responsibilities and it is clear that such training will be of benefit to the library as well as the individual.

PRECONFERENCE INSTITUTES

Funding for preconference institutes will be provided under the same conditions as apply to conference attendance. (See conference attendance guidelines.) The registration fee for preconference institutes will be reimbursed at the same percentage level as the conference.

STAFF DEVELOPMENT AND TRAVEL POLICY: MILLS AND THODE LIBRARIES

EFFECTIVE DATE: May 1, 1982 (supersedes policy dated May 1, 1980)

GENERAL

1. *All librarians and full-time staff in the Mills and Thode libraries are eligible for staff development and travel support to attend off-campus activities which contribute to career development of the individual and the improvement of library service. Tuition assistance, as defined in the employee handbook, and for which a mechanism already exists, is excluded from consideration.*

2. *Administrative travel and activities, which are defined as follows, and which are provided for in other ways, are excluded from consideration. Administrative travel is that undertaken for the purpose of conducting actual library business, and includes the following:*

   - *To evaluate, inventory or prepare collections for shipment that have been purchased by or given to the Library.*
   - *To negotiate with possible donors or sources for collections.*
   - *To visit other libraries when an existing problem area in the Library can be related to the successful practices of another library for possible implementation here.*
   - *To represent the Library (or be asked to substitute for a representative) at major meetings, such as ARL, CARL, etc.*
   - *To meet with other library administrators in order to conduct business germane to the functioning of the Library.*
   - *Other travel determined as administrative by the University Librarian.*

3. *The granting of released time and/or reimbursement for travel is based on the availability of funds and the maintenance of essential library services. The amount of released time granted to an individual during one fiscal year may be limited; reimbursement of expenses may be provided to the staff in whole or in part depending upon the availability of funds, providing that no staff member may receive assistance greater than ~~$500~~ $550 in any fiscal year.*

4. *Benefit to as many interested library staff as possible will be the guiding principle for released time and allocating available travel funds.*

5. *Individuals are expected to report to colleagues on activities for which released time and/or travel funding has been granted. The appropriate method and audience for such a report will be determined by the supervisor. In addition, staff who receive financial support from the Library are asked to file a capsule report (i.e. one page) commenting on the conference or workshop attended and evaluating its organization, facilities, guest speakers, etc. This report is to be submitted to the Library Business Office within 10 days of returning.*

DETAILS OF PROCEDURE

6. *Every individual seeking released time and/or travel support must complete the request form available from the Library Business Office. So that budgeted funds may be disbursed or committed in accordance with the general policy for administering these funds, applications should normally be submitted during the month of April each year to cover anticipated activities between May 1st and April 30th following.*

7. *All requests received by April 30th will be considered by a small committee appointed by the University Librarian during the month of May. A small portion of the funds available will be withheld from encumbrance to provide assistance for activities late in the fiscal year that could not be anticipated by the application deadline.*

8. *The following guidelines will be used in processing requests for released time and/or financial support:*

   a. *Assistance is not given to attend meetings outside North America unless the gathering is genuinely international in scope.*

   b. *Assistance is not given to attend executive meetings, committee meetings or organizational meetings, unless these take place concurrently with a regular annual meeting.*

   c. *Released time will normally be granted without loss of pay for an approved activity (see paras. 1 and 3 above).*

   d. *Financial support. It is expected that in the present financial climate, it will not be possible to give full financial support to all activities. Normally, therefore, partial assistance only will be possible. Maximum assistance will cover the following: (availability of funds will determine actual assistance).*

      (i) TRAVEL: Up to return economy air fare via the most direct route, or equivalent air fare if use of a private car is approved. (Within Ontario the bus fare equivalent). In cases of air travel, airport limousine fares should also be included.

      (ii) REGISTRATION COSTS: Up to costs involved (personal member rate for society or association meetings), but not including "special events" or publications.

      (iii) LIVING COSTS: Up to costs involved to procure reasonable accommodation and meals of a modest character.

   e. *In no circumstances will financial support exceed actual out-of-pocket expenses. All requests for pre-payment (e.g. registration) or reimbursement of expenses incurred must be supported with invoices or receipts.*

9. A request for released time only for not more than one working day will be handled by the appropriate Divisional Head and does not require submission to the Committee.

TRAVEL PRIORITIES

A. Essential or extremely beneficial for library.

B. Very beneficial for library, and applicant is on executive of group.

C. Beneficial for library, and applicant is an active member of group.

D. Primarily of benefit to the applicant, but of some benefit to the work of the library.

McMASTER UNIVERSITY LIBRARY

STAFF DEVELOPMENT AND/OR TRAVEL SUPPORT REQUEST

To be submitted when: 1. Released time in excess of one day is requested
and/or: 2. Financial assistance is requested.

NAME _____

DEPARTMENT OR UNIT _____

MEETING/ACTIVITY _____

_____

LOCATION _____

DATES _____

REASON FOR ATTENDING AND STATEMENT OF BENEFIT TO YOURSELF AND/OR LIBRARY:

_____

_____

_____

ADDITIONAL COMMENTS TO ASSIST THE COMMITTEE IN ITS EVALUATION: _____

_____

COMPLETE THIS SECTION ONLY IF FINANCIAL SUPPORT IS REQUESTED

Cost of registration: $_____

Cost of transportation: $_____

Cost of accommodation and meals: $_____

TOTAL: $
==========

SIGNED _____ DATE _____

TO APPLICANT:

1. Request to be supported by brochure or application form covering event.
2. Please pass the completed form to your immediate supervisor.
3. The Library Personnel Office will contact you to confirm arrangements.
4. Following attendance at the event, please provide a brief written summary of the main topics and ideas discussed at the event. The report is circulated within the applicant's unit within 15 days of the event and then sent to the Personnel Office for viewing by other staff.

SUPERVISOR'S RECOMMENDATION:

INDICATE PRIORITY LEVEL

A [ ] Essential or extremely beneficial to the Library.

B [ ] Very beneficial to the Library or applicant is taking a major part in the event.

C [ ] Beneficial to the Library and applicant is a current member of group.

D [ ] Primarily of benefit to the applicant as a current member of the group but of some benefit to the work of the Library.

ADDITIONAL COMMENTS _____

_____

_____

_____

SIGNED _____ DATE _____

PLEASE PASS THE COMPLETED FORM TO THE LIBRARY PERSONNEL OFFICE - MILLS 204

STAFF DEVELOPMENT AND TRAVEL COMMITTEE RECOMMENDATION

[ ] Development activity [ ] Instructional/Training activity

[ ] Approved as requested.

[ ] Approved with the following modifications: _____

_____

[ ] Request not approved for the following reason: _____

_____

COST OF ATTENDING EVENT: $_____

FINANCIAL SUPPORT APPROVED: $_____

SIGNED _____ DATE _____

Chairman, S.D.& T. Committee/
Library Personnel Administrator

McMASTER UNIVERSITY
Library Personnel Office
Mills Memorial Library
1280 Main Street West, Hamilton, Ontario L8S 4L6
Telephone: 525-9140 Ext. 4832

TO: All Department Heads

FROM: Michael Ouellette

DATE: May 8, 1989

RE: UPDATE AND CLARIFICATION OF GUIDELINES FOR THE ALLOCATION OF STAFF DEVELOPMENT AND TRAVEL FUNDS

The financial guidelines for allocation of funds for staff development and activities for the 89/90 year are listed below:

PRIORITY LEVEL		
A	Essential or extremely beneficial to the Library	$350
B	Very beneficial for Library or applicant is taking a major part in the event	$225
C	Beneficial to Library and applicant is a current member of the group	$150
D	Primarily of benefit to the applicant as a current member of the group but of some benefit to the work of the Library	As available from fund not utilized above

The maximum financial support for registration, transportation, and cost of accommodations for any one individual during the fiscal year is $600.

The following guidelines are used to determine eligibility of staff for funding.

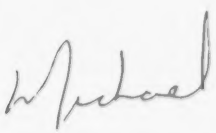
1) All full-time and regular part-time continuing Library staff;

2) Staff appointed on a contract or temporary basis when:
   a) appointed for at least 12 months, or;
   b) continuous service with the Library is greater than one year

In order to assist in the assessment of funding for annual conferences and seminars, please provide specific information on the request form to indicate how the subjects to be discussed /reviewed at the event relate to current issues within our Library. Membership in an association and a library position are not sufficient reasons for annual funding. The Library will not normally consider funding for annual events each year. Specific value to the Library and professional development must be clearly documented on the request.

If you require assistance with an application, please call me at extension 3873.

MJO:cle



UNIVERSITY OF MIAMI
FINANCIAL
POLICIES AND PROCEDURES MANUAL

TRAVEL POLICIES AND PROCEDURES

Purpose

These policies and procedures are provided to assist University of Miami personnel by providing guidelines for travel expenses, obtaining approvals and reimbursements of authorized travel.

The guidelines apply in general; however, more restrictive travel policies and procedures may be specified by schools, departments, or divisions.

Additionally, travel expenditures on Sponsored Programs must be in accordance with the sponsor's guidelines if those guidelines are more restrictive than the University general policies and procedures.

Approval

The Business Expense Reimbursement Form (BERF) must be signed by the traveler and the individual authorized to approve expenditures on the account(s) being charged. (See Exhibit A)

Whenever the individual authorized to approve expenditures on the account requires travel reimbursement or the amount exceeds $1,500, approval of his/her supervisor is required. For example, the departmental chairperson's request must be approved by the dean.

Prior approval of travel may be required by schools, departments, divisions, or sponsored program agencies.

Definitions:

Official University Travel

Official University travel is defined as travel by University personnel, non-University personnel, and University students when the authorizing individual considers such travel to be in the professional and/or business interest of both the traveler and the University.

Currently the University has two official travel agencies that handle business and personal travel for our faculty, staff and students.

1. Coral Gables Campus, Around the World Travel located in the Ashe Building, phone 665-8569.

2. Medical Campus, All Ways Travel located at 1611 NW 12 Ave., phone 324-8770.

Domestic Travel

Travel within the United States, its possessions and territories, and Canada. U.S. possessions and territories include Guam, American Samoa, Puerto Rico, and the Virgin Islands.

Local Travel

Travel within Dade, Broward, and Monroe counties.

Foreign Travel

Travel outside of the United States, its possessions and territories, and Canada. This includes travel within the United States while enroute to, or returning from, foreign destinations.

Travel Costs

Expenses for transportation, lodging, meals, and incidentals incurred by individuals while in travel status on official business of the University.

Reimbursable Travel Costs

Transportation by commercial airline, bus, rail, or vessel/steamship
Commercially rented vehicles
Private automobiles
Other transportation expenses
Meals
Lodging
Incidentals

Nonreimbursable Travel Costs

Personal entertainment
Travel accident insurance premiums
Corporate charge card delinquency assessments
Laundry, dry cleaning, or valet service (Except as specified below)
Spousal or dependent travel costs (Except as specified below)
Other expenses not directly related to business.

American Express Corporate Card Program

The American Express Corporate Card Program was designed to provide University employees with a convenient method to meet University travel and other business expenses.

Travel Advances

University funds may be made available in advance of travel for the following:

Extended trips of more than fourteen (14) days
Foreign travel
Student travel
Nonexempt staff travel
Those who have applied for, but not yet received, the Corporate American Express Card
Unusual and special circumstances as approved by the applicable expenditure control office

Policy

It is the intent of this policy to encourage travelers to minimize travel expenses, consistent with University business requirements.

Transportation

Commercial air transportation expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. All official University travel should be at the most economical rates available. Generally, coach or lower promotional fares are the only classes of travel that are reimbursable.

Higher fares may be reimbursable only when coach accommodations would (1) require circuitous routing, (2) require travel during unreasonable hours, (3) greatly increase the duration of the flight, (4) result in additional costs which would offset the transportation savings, or (5) offer accommodations which are not reasonably adequate for the medical needs of the traveler.

Commercial bus, rail, or vessel/steamship fares are reimbursed on the basis of actual cost incurred by the traveler not to exceed the equivalent cost of coach air fare via the normally traveled routes.

Commercially **rented vehicles** may be obtained when necessary. The traveler should minimize the rental cost by obtaining a compact vehicle. However, when warranted by transportation of equipment or the number of persons traveling together, a larger vehicle may be rented.

In some cases special promotional rates will be lower than the University's negotiated corporate rates for compact vehicles. However, to ensure that the traveler-will not pay rates in excess of the corporate rates, the Coral Gables Purchasing office should be contacted for corporate rates and identification numbers.

Travel by private automobile will be reimbursed based on the University's standard mileage allowance not to exceed the equivalent cost of coach air fare via the normally traveled routes.

Other transportation expenses include tolls, parking, and the cost of taxis, airport limousines, and public transportation. Generally, receipts are required for reimbursements in excess of twenty-five dollars ($25.00) including gratuity. However, travelers requesting reimbursement of rental or private vehicle expense must submit receipts for all taxi, airport limousine, and public transportation expenses regardless of the amount.

Meals

Reimbursement of **meal expenses** may be requested on either an actual cost or an allowance (per diem) basis. However, the method used must be applied to an entire trip and not to selected days of the trip.

The University encourages travelers to use the American Express Corporate Card to pay for meals. When claiming reimbursement on an actual cost basis including gratuity, the original charge card receipt and the restaurant check stub, if available, should be submitted with the BERF.

Travelers claiming meal allowance are entitled to a full day's allowance of twenty-five dollars ($25.00) if their departure time is before noon. If their departure time is after noon, the allowance is thirteen dollars ($13.00). On the day of return, the full day's allowance of twenty-five dollars ($25.00) may be claimed if the arrival time is after noon. If the arrival time is before noon, the allowance is twelve dollars ($12.00).

Travelers who choose the meal allowance method of reimbursement must show a reduction in the allowance for any meals subject to reimbursement as part of entertainment expenses.

Lodging

Lodging expenses are reimbursed on an actual cost basis. Travelers should use standard accommodations in reasonably priced hotels and motels. Many hotels and motels charge reduced rates to those who identify themselves as University faculty or administrators. Travelers are encouraged to minimize costs by requesting educational discounts.

The American Express Corporate Card should be used to pay for lodging wherever it is accepted. When requesting reimbursement, the original charge card receipt and itemized hotel bill must be attached to the BERF.

Incidental travel expenses include, but are not limited to, items such as business related telephone calls, telegrams, conference and registration fees, baggage handling, and gratuities. The guideline for gratuities is fifteen percent (15%) of the service.

Nonreimbursable Travel Costs

Nonreimbursable travel costs include: personal entertainment expenses such as movies or use of health club facilities; commuting between home and campus; travel accident insurance premiums; corporate charge card delinquency assessments due to the actions of the traveler; laundry, dry cleaning, or valet service if travel has required lodging of less than five consecutive days; gifts to friends or relatives in lieu of meals and lodging; moving and parking violations; personal services such as barbers and beauticians; and other expenses not directly related to the performance of University business.

Transportation, lodging, or meal expenses for spouses, dependents, or others who accompany the traveler may be reimbursed only when there is a clear direct benefit to the University. Approval by the President or his designee, the Executive Vice President and Provost or the Vice President for Business and Finance, must be obtained prior to submitting the BERF to the Travel/Disbursement Office for processing.

American Express Corporate Card Program

The American Express Corporate Card Program was designed to provide University employees with a convenient method to meet University travel and other business expenses. For eligible employees, the corporate charge card replaces the former practice of issuing travel advances and direct payment of air fares.

All full-time faculty, research/training associates, and administrative/professional employees are eligible to participate in the Program. Staff employees who routinely incur University business expenses may also be eligible to participate in the Program if a letter of request from the departmental chairman or division head is sent along with the completed American Express Application (Exhibit B) and Release forms (Exhibit C).

Application and Release forms are available for pick up at the Payroll Office in the Max Orovitz Building on Coral Gables Campus. Forms may also be obtained by calling 284-2625.
Completed forms should be returned to the Manager of Travel/ Disbursements, Room 241 Orovitz Building, Coral Gables Campus.

Corporate cards are issued after credit approval by American Express. The cards are usually available for pick up within four weeks from receipt of an application. Coral Gables and RSMAS campus employees can pick up their cards at the Payroll Office on the Coral Gables Campus. Employees on the Medical Campus can pick up their cards at the Medical Accounts Payable Office.

At the time the card is picked up, each employee must present their University of Miami employee identification and sign an acknowledgement form (Exhibit D) recognizing receipt of the card and agreeing to comply with the terms and conditions of the agreement.

Travelers are expected to charge transportation, lodging, meals, and other travel expenses to their corporate charge card. Each corporate card-member is responsible for all charges on his/her charge card. Business Expense Reimbursement forms should be submitted in a timely manner. The Travel/Disbursement Office will process requests for reimbursement within five (5) working days of receipt, but will not pay the bill directly to American Express.

UNIVERSITY OF MIAMI

RICHTER LIBRARY PROFESSIONAL TRAVEL POLICY GUIDELINES

The purpose of this professional travel policy is to encourage participation by library faculty in workshops, seminars and professional meetings that will be beneficial both to the Library and to their own professional development.

Requests for approval to attend meetings should be submitted to the Director, giving ample advance notice. Given the very large number of scheduled meetings, it may not always be possible to approve every request, nor will our budget necessarily be able to provide financial assistance for every request approved. However, if approval is given to attend a meeting, release time will always be granted. The Director will seek the advice of the Professional Travel Committee in deciding which requests should be approved and how much financial support should be granted. As an aid to budgeting the limited funds available, a questionnaire will be distributed in the spring or summer months in order to ascertain as far as possible the number and nature of requests anticipated in the coming fiscal year. Some funds will be reserved to cover meetings for which we do not have much advance notice.

In making decisions, the following guidelines will be applied:

1. When allocating funds, consideration will be given to the past history of support given to each faculty member. If funds are insufficient to support all requests, some priority will be given to assisting those faculty members who have not previously received support. Consideration will also be given to achieving representation at a wide variety of meetings.

2. Workshops and seminars will generally be given higher priority than attendance at professional association meetings.

3. In granting support for attendance at professional association meetings, priority will be given to those whose attendance is made necessary because they hold office, have committee assignments, or are active participants in a scheduled program.

4. It is expected that those requesting support for attendance at meetings of a professional association shall normally be members of the association.

5. Support for individual faculty requests will be provided to the extent possible in accordance with the

guidelines outlined above. Depending on the funds available and the priority assigned, it should be realized that partial rather than full reimbursement will be the general rule. Partial support will normally cover registration fees and travel at the most ecomonical rate. Reimbursement for travel other than by air may not exceed the economiy air fare.

6. If full support is provided, it will be granted in accordance with the University's Travel Policy and Procedures, of which copies are available in the Library Office. The cost of meals and lodging may be claimed either in accordance with the University's per diem rates or by the actual expenses method. The actual expense method is normally more beneficial to the traveler, but receipts must be presented for the amounts claimed. Note that "reimbursement is made for actual and necessary subsistence expenses. The amounts you claim must be reasonable." (p.5). Library policy in this context is to reimburse the full amount for lodging and a maximum of $30 per day for food.

7. Travel expense claims should be submitted within 10 days of the travel.

8. Faculty who are traveling to professional meetings at their own expense must file a travel request form with the Library office in order to obtain University insurance coverage for the duration of their journey.

9. It is expected that faculty members whose requests to attend meetings are approved will share the benefits of their attendance with their colleagues, either by a written or a verbal report, whichever seems most appropriate.

UNIVERSITY OF MIAMI LIBRARY

REQUEST FOR PROFESSIONAL TRAVEL FUNDS

Name:_____

Name of organization:_____

Title of Conference or Workshop:_____

_____

Location:_____Dates_____

Are you a member of the organization?_____

Reason for attendance:_____

_____

_____

Estimate of Expenses

Airfare or other travel_____

Lodging_____

Meals_____

Registration Fees_____

Other_____

_____

Travel Committee/Director's Approval

Amount of funds allocated:_____

Account Number:_____

SYRACUSE UNIVERSITY LIBRARY

Memorandum

DATE: April 10, 1989

TO: Librarians

FROM: Jeff Horrell

SUBJECT: Travel Allocation for 1989-90

We have allocated $500.00 to each librarian for professional travel during the coming fiscal year. You may use the $500.00 toward attendance at any one conference or toward a combination of several meetings. In some exceptional cases, funding over $500.00 may be approved. Travel funds do not accrue from year to year. These allocated funds do not include travel initiated by the Library Administration for librarian travel. Copies of the travel policy are available in Room 100.

Attached is a projected travel form for the new fiscal year. Please fill it out and return it to me by June 1, 1989. Also, please list your current professional affiliations, committee assignments, offices held, etc.

If you have any questions regarding the travel policy or funding levels, please contact me.

Jeffrey L. Horrell
Assistant University Librarian
for Personnel, Budget and Planning

JLH:jgs

Enclosure

SYRACUSE UNIVERSITY LIBRARY

TRAVEL POLICY

Syracuse University Library recognizes the importance of supported travel in providing opportunities for professional growth and development, and encourages and supports Syracuse University librarians within the limitation of available resources. The quality of library service at Syracuse University Library, as elsewhere, is in large measure determined by the quality of library staff.

Participation in professional meetings, workshops, and seminars is one means of enhancing general expertise and specialized competencies. By helping librarians to maintain and broaden professional knowledge, such activities enable these individuals to provide better service to library users and to make greater contributions to the profession of librarianship. However, despite the many benefits accruing to the institution and the profession, involvement in professional activities primarily fosters the career growth of the individual. For this reason, professional development should be viewed as the shared responsibility of the University Library and the individual librarian, and the individual is expected to share some of the associated costs.

The Library recognizes two kinds of travel support for professional activity: Administrative and Professional. Librarians who are asked to serve as the Library's representatives at specific meetings or who receive training relevant to specific job responsibilities are funded for travel and/or training through an administrative travel budget. A separate, "Professional" travel budget supports activities of librarians who participate in professional development activities or who must fulfill obligations to professional organizations.

Librarians who wish to attend conferences, workshops, or seminars outside the Library may request released time, funding, or a combination of both. Administrators who evalulate travel requests will take the following into account in making the decisions.

1. Is attendance necessary or desirable because the individual holds an office, is a participant in the scheduled program or has a committee assignment? (Consideration of participation should not be to the disadvantage of new, less-involved staff.)

2. What is the impact of the person's absence on the department and the Library? Is there a balance between an individual's external activities and internal commitments and responsibilities?

3. What is the anticipated value to the department or the Library of the person's participation?

4. What is the relevance of the program to the individual's scope of responsibilities?

5. What has been the frequency and amount of released time or funds used by the person in the past to attend outside activities? Are junior staff members and those who have never attended major conferences being encouraged to participate?

6. Is the activity the best or most convenient way to gain the information or experience sought?

7. Can the activity be attended by one person and information shared with other staff rather than having several persons attend?

Procedures for Requesting Released Time and/or Funding

1. Requests for Anticipated Travel

In July, each librarian will submit a Projected Travel List to his/her immediate supervisor (i.e., Department Head or Associate University Librarian, as appropriate) for those activities in which he/she would like to participate during the course of the current fiscal year. This list will be retained by the Library Administration and will be used for planning purposes.

In addition to submitting a list of anticipated travel for the year, librarians must also complete a Travel Request Form for each off campus trip, whether or not funding is requested.

Librarians will submit Travel Request Forms two months prior to the date of attendance for anticipated travel. The immediate supervisor, in consultation with the requesting librarian, will evaluate submitted requests in accordance with the criteria listed above.

a. Requests for Released Time Only

The immediate supervisor will approve or deny the request and distribute 3 copies of the Travel Request Form as follows: 1 for the departmental file, 1 to the requester, and 1 to the Assistant University Librarian for Personnel and Budget for review and inclusion in the Travel Request file. A librarian who has been denied released time for a particular activity may request vacation time in order to attend.

b. Requests for Released Time and Funding

The immediate supervisor will approve or deny released time.

If released time is denied, the immediate supervisor will distribute copies of the Travel Request Form as in (a) above.

If released time is approved, the supervisor will submit the form to the appropriate Associate University Librarian, who is responsible for approval or denial of funding.

If funding is approved, the Associate University Librarian and the University Librarian will determine the funding level within the amount budgeted for individual travel in a given fiscal year.

The Associate University Librarian will distribute 3 copies of the Travel Request Form as follows: 1 copy to the Department Head for departmental file, 1 copy for the requester, and 1 copy to the Assistant University Librarian for Personnel and Budget for the Travel Request file.

2. Request for Unanticipated Travel

When projected travel lists are due in July, not all professional meetings will have been scheduled or publicized, and there is some provision in the travel budget for unanticipated travel. These Travel Requests should be submitted four weeks in advance, if possible. Procedures for channeling unanticipated travel requests are the same as those outlined above for anticipated travel.

Procedures for Travel Advances, Reimbursements, Travel Reports, and Record-Keeping

1. Travel Advance

To receive a travel advance for estimated out-of-pocket reimbursable expenses for approved travel, the librarian should fill out a University Travel Voucher at least three weeks prior to the scheduled departure and submit it to the Library Administrative Office.

2. Reimbursement Procedures

Within two weeks after returning from the trip, the librarian should submit receipts for actual travel costs. If actual costs exceed the advance, the librarian will be issued a check for the difference. If the actual costs are less than the advance, the librarian will remit the difference, along with the completed Travel Voucher, to the Library Administrative Office. (For information on University policies regarding expenses, see Administrative Policy Manual of Syracuse University sections on Reimbursement of Expenses and Travel Expenses.

3. Travel Reports

Within two weeks after returning, the librarian will submit a completed Travel Report form to the Library Administrative Office. Please write these reports in such a way as to be appropriate for possible inclusion in the Newsletter, or for distribution.

4. Record-Keeping

The Assistant University Librarian for Personnel and Budget will keep a copy of each completed Travel Request form in a permanent Travel Request file.

10/7/87

88

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SYRACUSE UNIVERSITY LIBRARY

PROJECTED TRAVEL

NAME_____ DATE_____ DEPARTMENT_____

During fiscal year 1989/90, I would like to attend the following professional meetings which I have listed in priority order, from highest to lowest:

Meeting	Place	Dates	Request for Funding	Release Time

Please list your current external (outside Syracuse University) Library/scholarly affiliations and committee assignments:

_____

_____

_____

_____

_____

_____

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SYRACUSE UNIVERSITY LIBRARY

TRAVEL REPORT

NAME _____ DEPARTMENT _____

1. I attended _____ which was sponsored by _____ and held in _____ on _____

2. Briefly summarize significant issues and/or trends which were highlighted in this program. For meetings or conferences of broad interest your summary may be included in the Library Newsletter or distributed.

9/14/87
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SYRACUSE UNIVERSITY LIBRARY
TRAVEL REQUEST FORM

NAME_____DATE_____Department_____

Title of Meeting_____
Sponsoring Organization_____
Type of Meeting: [ ] National Library Conference (ALA,ACRL,SLA,etc.)[ ]Other conference
[ ] Workshop [ ] Seminar [ ] Committee or Executive Meeting [ ] Investigative visit
[ ] Other (please specify) _____
Location _____Dates of Proposed Attendance_____
Total Days Absent from the Library and Dates _____
Please check any of the following which apply:

I am: [ ] a Personal Member of the Sponsoring Organization; [ ] an Officer of the Organization; [ ] a Committee Member in the Organization; [ ] delivering a paper [ ]participating in a panel discussion; [ ]chairing a meeting; [ ]conducting a workshop
If this is a request for a national library conference, will this be the first time you are attending such a conference? [ ] yes [ ] no

Please provide a brief explanation of why you want to attend this meeting.

Requesting: [ ] released time only; [ ] released time and funding;
[ ] released time, only, external funding provided (give amount, source)

Estimated Funds Required:

1. Transportation
   - Lowest Cost Round-trip Air Fare _____
   - Train _____
   - Bus _____
   - *Personal Auto _____
   - Ground Travel _____
2. Registration Fee _____
3. Lodging _____

TOTAL FUNDS REQUESTED _____

*Current rate $.24 per mile; not to exceed cost of air fare.

Department Head: [ ] Released Time Approved; [ ] Released Time Denied

(Please state reasons for denial)_____
_____

SIGNATURE_____Date _____

Associate University Librarian: [ ] Full Funding Recommended [ ] Partial Funding Recommended [ ] Funding denied (reasons for denial)_____
_____

SIGNATURE_____Date_____

University Librarian:

Total Funds Approved_____

SIGNATURE_____Date_____

SYRACUSE UNIVERSITY LIBRARY

Instructions for Travel Requests

1. Fill in the Travel Request Form and give to your immediate supervisor. Forms are available from your Department Head or the Library Administration Office. Please complete travel request forms for all off-campus travel, whether you request funding or not.

2. Your immediate supervisor will approve/disapprove released time and notify you.

3. If you request funding for approved travel, the appropriate Associate University Librarian and the University Librarian will set the funding level.

4. The request form, a Travel Voucher, a Travel Report Form, and Instructions will be returned to you. NOTE: To receive a travel advance for estimated out-of-pocket expenses, please submit a Travel Voucher to the Library Administration Office at least three weeks prior to departure.

5. You will be expected to make your own lodging and transportation arrangements. Airline tickets may be charged to Syracuse University and delivered to the Library Administration Office if the Wilcox Travel Agency is used. Otherwise, you may purchase your own ticket and be reimbursed later.

6. If you need a check sent in advance for pre-registration, please request a Purchase Requisition from the Library Administration Office no later than three weeks before the deadline set by the organization or agency.

7. Within two weeks of your return, please submit your Travel Voucher and receipts along with the completed Travel Report to the Library Administrative Office.

10/7/87
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92

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

MEMORANDUM

University Libraries

TO: Library Faculty

FROM: Linda Phillips
Chair, Travel Advisory Committee

DATE: September 1, 1989

SUBJECT: Faculty Development Travel for FY 1989/90

Attached are the Guidelines for Faculty Development Travel Fund Allocation, FY 1989/90 that were discussed at the August 29 faculty meeting. You may now discard the draft and refer to the enclosed document for travel funding criteria and procedures.

The Travel Advisory Committee (Carol Foggin, Stuart Garrett, Deborah Thompson-Wise, Steve Thomas, and myself) is now accepting requests for faculty development travel. Please complete one copy of the attached form for each trip. A form should be submitted for release time requests, as well as for travel funding.

The deadline for submitting travel request forms to receive maximum consideration is Friday, September 22. The Travel Advisory Committee will make awards for first priority (Category A) travel on the basis of the requests that are received by September 22.

Faculty development travel request forms will be accepted throughout the year, and awards will be made according to the criteria and procedures described in the Guidelines, as long as funds remain unencumbered. Please e-mail or call me at 4-4702 if you have questions.

Knoxville, Tennessee, U.S.A. 37996-1000

GUIDELINES FOR FACULTY DEVELOPMENT TRAVEL FUND ALLOCATION, FY 1989/90
UNIVERSITY LIBRARIES, THE UNIVERSITY OF TENNESSEE, KNOXVILLE

September 1989

I. Introduction

Faculty development travel is supported by the University Libraries through funding and released time from normal employment responsibilities. The Travel Advisory Committee administers funds allocated to support the travel costs of individual faculty for attendance at professional meetings. Faculty may have program commitments, hold organizational offices, hold committee assignments, or wish to attend meetings for professional enlightenment. These reasons differ from administrative travel in that they represent personal professional commitments.

As defined in the University Libraries travel policy statement, effective August 1, 1989, faculty development travel refers to transportation, food, and lodging expenses incurred when UTK Libraries faculty members are funded to participate in continuing education or other development events. The Travel Advisory Committee makes decisions on all faculty development travel requests. Any tenure-track faculty member is eligible to apply for funds administered by the Travel Advisory Committee.

II. Goals

The following three goals underlie the criteria for FY 89/90 faculty development travel allocations:

1. To give every library faculty member the opportunity to attend at least one professional meeting during FY 89/90.

2. To provide special assistance to library faculty who are in their first two years of professional librarianship.

3. To provide special assistance to library faculty members who present papers, or who are active in professional associations through holding organizational office or service on committees.

III. Criteria

The FY 89/90 travel allocation of $15,000 will be divided into three categories. Funds will be distributed according to the following criteria.

Category A $11,000

Each library faculty member who applies will receive partial funding for one of the following FY 89/90 professional meetings:

Meeting	Location	Dates
*Society of American Archivists	St. Louis	Oct. 26-29, 1989
*ASIS	Wash, D.C.	Oct. 29-Nov.2, 1989
*TLA/College & Univ. Section	Nashville	November 3, 1989
ALA Midwinter	Chicago	Jan. ~~13-19~~, 1990 6-11
Music Library Assn.	Tuscon	Feb.21-24, 1990
*TLA	Memphis	April 5-7, 1990
Council Planning Librarians	Denver	April 20-23, 1990
*Medical Library Assn.	Detroit	May 18-24, 1990
NASIG	St.Cath. ONT	June 2-5, 1990
*SLA	Pittsburgh	June 9-14, 1990
*ALA Annual	Chicago	June 23-28, 1990
*ASIS Mid-Year		

*Ground transportation will be provided to these conferences.

Other conferences will be considered, as well, if the request is accompanied by a brochure for the conference and a rationale for attending.

The amount of funding will be a percentage of the estimated cost of the trip. This percentage will be determined by the Travel Advisory Committee. In addition to partial funding for one trip, ground transportation will be provided wherever possible. Each library faculty member with two years or less of post-MLS professional library experience will receive the amount of registration for the first priority meeting [the two years will begin on the date of appointment].

Category B $3,000

For trips other than those funded in Category A, partial funding will be allocated to library faculty members who are presenting papers; or serving as panelists, officers, or committee members in professional associations. Allocations will be figured on a percentage of the estimated total trip cost (not to exceed the percentage used for Category A) and will be awarded on a "first-come, first served" basis. If a librarian who qualifies for Category B requests reimbursement for one trip only, a percentage will be added to Category A funding, not to exceed the total cost of the trip.

Category C $1,000

Ground transportation will be provided, as long as funds are available, for professional meetings other than those eligible for Category A funding. This category is intended to support committee-related activities and professional association responsibilities other than those regular conferences listed in Category A.

IV. Procedures

1. The Travel Advisory Committee issues an invitation to library faculty to submit travel request forms by a given date.

2. Library faculty members submit travel request forms for all faculty development travel anticipated during the year, in compliance with the deadline established by the Travel Advisory Committee. On each form the requestor indicates whether the application is for released time only, or if the applicant qualifies for funding in Categories A, B, or C. Category A should be marked on only one request per person. Completed forms should be approved by the appropriate department and division heads, who send them to the Dean of Libraries.

3. The Dean forwards all Faculty Development Travel requests to the Chair, Travel Advisory Committee.

4. The Travel Advisory Committee applies a formula for Category A travel. Librarians who do not use their Category A, or first priority, funding will be considered for another conference, as long as funds remain in the Category A budget. Librarians who are eligible for Category B funding, and wish to be funded for only one trip, may apply those funds to the Category A trip.

5. Once the Travel Advisory Committee has made allocation decisions, the travel request forms are forwarded to the Library Business Office. A copy of each form is kept for TAC files. A list of travel funding approved at the first TAC meeting of the fiscal year is distributed to all library faculty.

6. Within two days of receiving travel request forms from the Travel Advisory Committee, the Library Business Office prepares "Authorization for Official Travel" forms and sends the forms, along with a copy of the approved travel request form to library faculty.

7. Library faculty are responsible for returning "Authorization for Official Travel" forms to the Library Business Office, in accordance with instructions provided by that office.

8. Librarians who do not take the trips for which they received funding should notify the Chair, Travel Advisory Committee, as soon as possible. Librarians who do not use their funding should reapply immediately.

9. The Travel Advisory Committee considers Catetory A and B funding early in the fiscal year. TAC meetings will be held throughout the year as new requests are received.

10. The Travel Advisory Committee reviews faculty development travel expenditures throughout the year, and may transfer unused funds from one category into another.

TRAVEL REQUEST FORM
UNIVERSITY LIBRARIES, THE UNIVERSITY OF TENNESSE, KNOXVILLE

Applying for travel funds from (check one):

___Administrative ___Faculty Development ___Staff Development ___ Release time only

To receive funding/release time for travel, this form must be signed by the department and division heads, by the Dean of Libraries or the Chair, Travel Advisory Committee, and received in the Library Business Office. The requestor must sign the "Authorization for Offical Travel" form (provided by the Library Business Office) prior to departure.

Name_____ SS#_____

Department_____ Telephone_____

Program/Meeting/Workshop (Please attach brochure):

Location_____ Sponsoring Organization_____

Date(s) of Program_____ Date of Departure_____ of Return_____

Transportation Mode: __Personal Vehicle __UT Vehicle __Air

Cost: _____Registration _____Other known expenses

This section for Faculty Development requests only. Refer to September 1989 Travel Guidelines. Check criteria category(ies) for which you are applying.

__Category A (First priority) __Check if you have less than two years post-MLS experience

Justification for Category B or C

__Category B (Presenter, etc.)

__Category C (UTK Vehicle)

Applicant's Signature_____ Date_____

I support/deny this request for RELEASE TIME FUNDING BOTH

_____ Reason for denial:
Department Head's Signature

I support/deny this request for RELEASE TIME FUNDING BOTH

_____
Division Head's Signature

Official use only

Release Time _____

Amount Funded: Admin. $_____ Fac.Dev. $_____ Staff Dev. $_____

Registration $_____ UTK Vehicle $_____

_____ _____
Dean of Libraries Chair, Travel Advisory Committee

Date forwarded to Library Business Office_____ NOTES:

Lib. 108 07/87, Rev. 08/89

97

EFFECTIVE DATE: February 1, 1988

GENERAL LIBRARY SYSTEM
UNIVERSITY OF WISCONSIN--MADISON
RESEARCH AND TRAVEL POLICY

Recognizing the importance of staff research projects and involvement in professional activities, the Director of the General Library System has designated funds to support and encourage these activities. The General Library System (GLS) Research and Travel Committee has been established to insure the equitable distribution of these funds.

I. RESEARCH AND TRAVEL COMMITTEE

The Research and Travel Committee will consist of seven members: five members appointed by the Director of the GLS; the Chair of the Librarians' Assembly Professional Issues Committee or a representative selected by that Chair; and the Assistant Director for Research. Committee members designated by the GLS Director will be appointed at the beginning of the fiscal year to serve two-year terms, with membership staggered so that at no time will the entire committee consist entirely of new members. The member from the Librarians' Assembly will serve a one-year term.

The Committee as a whole will elect its Chair, who will serve in that capacity for a one-year term. The Chair will make an annual report to the Director of the GLS at the end of the fiscal year.

II. RESEARCH POLICY AND GUIDELINES

Each year the Research and Travel Committee will designate an amount equivalent to ten percent of the current fiscal year's research and travel budget as the Research Fund for the next fiscal year. This fund, which will be used exclusively for funding of approved research projects, will be allocated at the beginning of the fiscal year. Any of the funds not allocated for research projects will be incorporated into the Travel Fund. All GLS professional staff will be eligible to apply for research funds.

A. Application Procedure

All applications for research project funding must be made on the "Request for Research Support" form (Attachment 1). The Committee will not consider requests for:

1. course work;
2. purchase of equipment;
3. printing and distribution of publications;
4. publishing of in-house documents; or
5. administratively assigned research.

98

In order to insure the equitable distribution of funds for the fiscal year, the following timetable must be observed:

1. March 31:	Deadline for submission of proposals to be considered for funding in the following fiscal year.
2. April 1 - May 14:	Committee evaluates the proposals and makes recommendations to the Director of the GLS.
3. May 15 - June 30:	Decisions by the Director and notification of applicants.

Requests for reimbursement of expenses approved as part of the research project must be submitted to the administration by June 15 of the fiscal year for which the project was approved.

B. Criteria for Evaluation of Proposals

On the basis of the criteria listed below, the Research and Travel Committee will evaluate all proposals and make recommendations to the Director of the GLS. On occasion, the Committee may seek the advice of consultants. The criteria are:

1. How well the objectives of the project are stated;
2. The degree to which the objectives may be met by the methodology proposed;
3. The value of the project;
4. Evidence that the qualifications of the applicant make probable the successful completion of the project; and
5. The likelihood that the project (or the part for which funding is requested) will be accomplished in the time projected or with the funding requested in the project budget.

After the Committee has considered all proposals submitted, members of the Committee will be designated to write a summary report for each project expressing the Committee's reasons for recommending or denying support. These reports, along with a copy of the project proposal, will be sent to the Director of the GLS who will make the final decision(s) and notify the applicants and the Chair of the Research and Travel Committee of the decision(s).

C. Equitable Distribution of Funds

Normally, no one person will receive more than 33 percent of the total Research Fund, with a maximum funding limit of $1000 per person. Preference will be given to applicants who have not used research funds within the last three years. Access to other sources of funding will also be considered.

D. Accountability

Applicants receiving support from the Research Fund must file a brief report with the Research and Travel Committee at the conclusion of the fiscal year.

III. TRAVEL POLICY AND GUIDELINES

A. Administratively-Assigned Travel

Administratively-assigned travel is travel that the library administration, based on the recommendation of relevant supervisors, determines is necessary for the benefit of the library. Such travel may include the payment of recruitment expenses, but is primarily of two types:

1. Travel where an individual has been designated to FORMALLY represent the library; or
2. Travel where an individual participates in TRAINING which directly increases the library's ability to perform its mission.

Administratively-assigned travel is approved by relevant supervisors and the administration. Requests for such travel should be directed to the appropriate supervisors and not to the Research and Travel Committee.

Administratively-assigned travel is usually fully funded (100% of all relevant expenses).

B. Other Travel

Requests for all travel except administratively-assigned travel will be submitted to the Research and Travel Committee for review and recommendation as to level of funding.

1. APPLICATION PROCEDURE

a. Request for Approval of Travel

A "Request for Approval of Travel" form (Attachment 2) must be submitted for each proposed trip as early in the fiscal year as possible, but at least six weeks prior to the trip. Late requests should carry no expectation of approval.

Each request for approval of travel must be approved by the relevant supervisor and Assistant/Associate Director, who will provide any comments they deem pertinent, before being submitted to the Research and Travel Committee. These prior approvals will indicate to the Committee that release time has been granted.

b. Research and Travel Committee Procedures

The Research and Travel Committee will meet once a month to review and make recommendations on travel requests received since the last meeting. The monthly meeting date established by the Committee will be announced at the start of each fiscal year.

The Research and Travel Committee will review the request for approval of travel and provide a recommendation for funding based upon this travel policy and guidelines. The Committee's recommendation will be forwarded to the Director of the GLS, who will make the final decision regarding level of funding based upon the recommendation of the Committee and the comments of the supervisor and Assistant/Associate Director.

2. ACTIVITIES ELIGIBLE FOR FUNDING

a. Professional Development Activities Other than Meetings.

These activities include workshops, seminars, and other educational activities which help to keep the library staff abreast of new developments and technology, encourage staff members to assess their performance and broaden their career goals, and enable staff members to contribute productively to library service.

FIRST PRIORITY for travel to participate in such activities will be given to activities directly associated with current responsibilities or duties in the library. The level of funding for travel to first priority activities is 60%-80% of all relevant expenses.

SECOND PRIORITY will be given to activities associated with expanded or new areas of service for the library or the librarian's work unit. The level of funding for travel to second priority activities is 40%-60% of all relevant expenses.

THIRD PRIORITY will be given to activities that enable the participant to learn more about librarianship or particular library operations so that he/she may be more knowledgeable and effective and thereby increase his/her value to the library. The level of funding for travel to third priority activities is 20%-40% of all relevant expenses.

b. Meetings and Conferences.

Attendance and participation at meetings held by professional or scholarly organizations will be supported.

FIRST PRIORITY for funding to attend meetings will be given to those individuals with a formal or active role to perform at the meeting (e.g., presentation of a paper, committee chairperson, panel moderator, and committee or panel member) when such a role directly relates to the activities associated with current responsibilities or duties in the library, or when, in the opinion of the Research and Travel Committee, participation by the individual will advance the library profession. The level of funding for travel to first priority meetings will be 60%-80% of all relevant expenses.

SECOND PRIORITY will be given to those individuals who have a formal or active role to perform at the conference or meeting, but where the role is not directly related to current responsibilities or duties in the library but to broader aspects of the individual's work. The level of funding for travel to second priority meetings will be 40%-60% of all relevant expenses.

THIRD PRIORITY will be given to individuals who are attending a meeting or conference to learn more about librarianship or particular library operations so that he/she may be more knowledgeable and effective and thereby increase his/her value to the library. The level of funding for travel to third priority meetings will be 20%-40% of all relevant expenses.

3. INTERN PROGRAM

In the interest of affording staff members the opportunity to participate in any of the activities covered by this policy and thereby gain the ability to meet the normal criteria for being supported in such participation, a portion of the travel funds (not to exceed 5% of any yearly allocation) shall be specifically designated as funding for "interns." An intern shall be defined as any permanent member of the library staff who, in his/her professional career, has never had the opportunity to travel to participate in professional development activities or to attend professional meetings and/or conferences. It is expected that competition for intern funds will be similar to that for the rest of the budget.

The level of funding for the intern program shall be at 60%-80% of all relevant expenses.

4. FUNDING GUIDELINES

The Research and Travel Committee will consider the following guidelines when determining the level of support for any request for travel:

a. When funds are limited, out-of-state travel at the 60%-80% level (first priority) will be granted to an individual no more than once per year, except in those cases where the applicant has offered alternative or in-kind funding for part of the travel expenses.

b. Previous support given to an individual.

c. Distance and costliness of the activity or meeting.

d. Availability of alternative funding.

e. The number of formal and active roles the individual has to perform at a meeting.

5. EXPENDITURE GUIDELINES

Relevant expenses are travel, accommodations, registration, local travel, and meals.

All staff members shall be provided with copies of the State of Wisconsin's travel guidelines. In addition, the General Library System will also use the following guidelines:

a. Funding will be granted only for the activity that has been approved. If a person wishes to stay longer in order to attend other activities, it must be done at his/her own expense.

b. Double occupancy will be assumed for hotel accomodations. Justification for single accomodations must be made and approved for reimbursement.

c. When registration fees are variable, reimbursement will be at the member, advance registration rate.

d. When air transportation is used, coach travel is the maximum reimbursement that will be made. Applicants are encouraged to seek out the lowest practical fare.

6. ACCOUNTABILITY

The person funded should submit: (1) a Travel Expense Report to the Director of the GLS, and (2) a Summary/Evaluation Report to the Research and Travel Committee (Attachment 3). The Research and Travel Committee will submit an annual report to the Director of the GLS on research and travel funded during the fiscal year.

The Travel Summary/Evaluation Reports submitted to the Research and Travel Committee will be reviewed periodically. On the basis of these, library staff should be able, over time, to predict which sponsors, speakers, or activities reliably offer worthwhile opportunities for professional development. These reports should be separately maintained from personnel files and could be augmented by published critiques to determine whether particular future events are likely to be worthwhile.

Those individuals who have been funded may also be asked to share the information they have gained with other interested staff. This information sharing could take any of several forms, depending on appropriateness; in any case, such reports should be brief. These reports may be directed to the Library Administration, one's supervisor, the staff newsletter, or take the form of a verbal report to one's peers.

7. RECORD KEEPING

Following a final determination of level of funding by the Director of the GLS, a copy of each travel request form indicating the level of funding approved shall be sent to the Chair of the Research and Travel Committee

The Director's Office shall maintain and provide to the Research and Travel Committee a record of all travel, including administratively-assigned travel. The record shall include the name of the person funded, the activity attended, and the amount awarded. This information should be considered a public record and be easily accessible.

REQUEST FOR RESEARCH SUPPORT

NAME_____ DATE_____

DEPARTMENT/LIBRARY_____

Detailed description of proposed research project including objectives and methodology. (Continue on back of page if necessary.)

Value of proposed research.

Relationship of your background to this project.

Amount of release time requested. (requires supervisor's approval.)

Proposed budget:

Transportation _____ _____

Accommodations _____ _____

Meals _____ _____

Clerical support _____ _____

Computer time _____ _____

Photocopying _____ _____

Postage, etc. _____ _____

Other (please specify)

_____ _____

_____ _____

_____ _____

TOTAL _____

Have you used GLS research funds within the last three years? _____

What other sources of funding are available to you?

Supervisor's approval of requested release time _____

Date _____

Supervisor's comments on research:

REQUEST FOR APPROVAL OF TRAVEL

(Submit one form for each trip at least six weeks prior to departure.)

Name _____ Date _____

Department/Library _____

Destination _____ Dates of trip _____

Sponsoring Organization _____

Type and Purpose of Meeting _____

_____

Requested Priority of Funding (See Section III.B.2 of Research and Travel Policy)

_____

Eligibility for Funding (i.e., committee appointment, organization officer, intern.....)

_____

_____

Estimate of Expenses:

Travel (air, bus, automobile)	_____
Lodging (If not sharing a room, please explain.)	_____
Meals	_____
Ground Transportation	_____
Registration	_____
TOTAL	_____

Route for approval and signature to:

1. Supervisor _____ Date _____
2. Asst./Assoc. Director _____ Date _____
3. Res&Travel Committee's Recommended Level of Funding _____ Date _____
4. Director _____ Date _____

(After approval, a copy of this request will be returned to both the applicant and the Research and Travel Committee.)

TRAVEL SUMMARY/EVALUATION REPORT

NOTE: THIS FORM MUST BE SUBMITTED WITH THE TRAVEL EXPENSE REPORT.

Name _____ Date _____

Department/Library _____ Date of trip _____

Sponsoring Organization _____

Type and Purpose of Meeting _____

_____

Summarize the highlights of the meeting(s). What was your role in the meeting(s)?

How would you evaluate the content and the quality of the meeting(s)? (Circle one)

CONTENT: (poor) 1 2 3 4 5 (excellent)

QUALITY 1 2 3 4 5

How will you share the information gained from the meeting(s)?

YALE UNIVERSITY LIBRARY TRAVEL POLICIES *

Each year Yale librarians may submit requests for funding support for professional travel and administrative travel scheduled to occur during the fiscal year. These requests are submitted through the library department head to the appropriate AUL for approval. The AUL then forwards the completed forms to the Head, Library Personnel Services, for processing.

The following description of procedures for professional travel and administrative travel, the outline of the formula and criteria for the categories and amounts of professional travel reimbursement, and the new travel request forms contain a great deal of information for librarians. These should be reviewed carefully. The significant aspects of the library policy on support for professional travel are the following:

1. The policy and procedures for the allocation of professional travel grants are one aspect of a broad program of support and encouragement for professional development for librarians.

2. Professional travel is defined as travel to and attendance at a meeting of an organization, society, or group, or participation at a conference, workshop, training session, seminar, or other gathering, designed to further the continuing education, professional development or professional interests of Yale Librarians.

3. Administrative travel is defined as travel to and attendance at a meeting of an organization, society, or group, or participation at a conference, workshop, training session, seminar, or other gathering, to conduct Library business as the designated representative of Yale University Library. This may include: institutional representation at professional meetings; training to improve or acquire skills in support of offered or anticipated services; Research Library Group (RLG) and other consortia business; donor relations including the appraisal and transportation of gifts to the Library; investigation and the development of vendor relations; and site visits.

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* These procedures and criteria for professional and administrative travel support are derived from the recommendations of the Task Force on Professional Activities, the recommendations of the Task Force on Performance Evaluations and Related Activities, an administrative review of library budgets and travel expenditures in recent years, and anticipated budgetary limitations in future years.

4. Business Travel, as a distinct category, ceases to exist.

5. The decision-making process leading to the award of a professional travel grant is multi-dimensional. The critical decision resides at the department head level, where the value of attendance at the conference, meeting, or workshop for the individual and the library is first evaluated. The determination by the department head should be based on such factors as the benefits likely to accrue to the individual and the library from the staff member's attendance and participation, and the ability of the department to maintain adequate levels of staffing and supervision during the staff member's absence. Of particular importance at this stage is the department head's recommendation regarding release time for the librarian.

6. Recognizing the need for flexibility regarding the individual development needs of librarians, no minimum or maximum amount of funds for travel grants is determined as an "appropriate" figure. The decision to grant funds for professional travel and the librarian's attendance at a professional meeting are intended to facilitate the professional development and contributions of the individual. Librarians who attend professional gatherings are expected to promote, demonstrate and share in the library with other YUL staff the benefits achieved through participation in professional meetings.

7. The level of funding for professional travel is dependent upon the overall funds available for library travel in any particular year. Grants to all librarians, including department heads, will ordinarily be in direct proportion to the level of activity of the individual in the organization sponsoring a meeting and at the meeting itself.

8. Individuals who are employed on fixed-term appointments will be eligible for professional travel grants as agreed under the terms of their appointment. If the position is supported by grant funding, the amount of support will be limited by the terms of the grant.

PROFESSIONAL TRAVEL GRANT REQUESTS

I. Procedures for Application

A. Applications for professional travel grants for the following budget year will be requested in a memorandum from the Head of Library Personnel Services no later than May 1 of each year. Application forms will be distributed with the memorandum and will also be available from the Library Personnel Services office.
Policies and procedures for the administration of professional travel funds will conform with the Yale University Treasurer's Office Manual, Section 310, and Office Procedures Manual, Sections 500-507.

B. Each applicant must complete the "Request for Funding for Professional Travel" form(s) and submit the form(s) through the immediate supervisor to his or her department head. Forms should be accompanied by copies of relevant brochures and information as appropriate and available. All requests for expected professional travel for the coming fiscal year should be submitted at this time.

Since some professional meetings may not have been announced at this time, however, a request may be submitted during the fiscal year. These requests will follow the review process outlined above, in competition for limited reserve funds to the extent that they are available.

C. The department head reviews each request and indicates support or non-support for release time to participate in the professional activity, reviews the decision and the related professional expectations with the librarian, and forwards the request to the appropriate Associate University Librarian or Deputy University Librarian.

D. The Associate University Librarian or Deputy University Librarian reviews the applications, indicates his or her support or non-support, and forwards the completed form to the Head of Library Personnel Services.

E. The Head of Library Personnel Services will compile a list of AUL-approved requests for professional travel and other relevant data. This information will be submitted to Administrative

Conference for review and the assignment of grant amounts.

F. The Head, Library Personnel Services, will notify the individual, through the department head, of the amount of the grant award(s).

G. The Library Personnel Services Office will forward the approved request forms to the Library Business Manager for the notation of charging instructions.

H. The Library Business Office will return a copy of the completed request form, along with appropriate travel forms and instructions for their completion, to each librarian receiving approved travel grants.

I. Within one week of return from a funded trip, the librarian must submit a completed Expense Report Form to the departmental secretary or the person in the department designated to process these forms. Following a review by the department head, the forms must be submitted to the Library Business Office. Expense Report Forms must be received in the Library Business Office within ten days of return from a trip.

J. Within one week of return, a librarian who has received a professional travel grant shall give a brief written report about the conference or activity to his or her department head and forward a copy to the Head of Library Personnel Services.

K. Travel advances should be requested only when necessary. They are not intended to provide funds for the direct purchase of air or rail tickets. To receive an advance, a Travel Advance Request form must be submitted to the Library Business Office no fewer than two weeks prior to the departure date. Forms are available in the Library Business Office.
A person receiving an advance must submit a Travel Expense Report to the Library Business Office within two days after the return from a trip in order to account for the advanced funds.

II. Criteria for Evaluation and Allocation
Criteria used to evaluate a request for support for professional travel include:
A. The operational requirements and programmatic needs of the individual's department or Yale University Library.

B. The availability of funds to support professional travel.

C. The employment status of the individual. To be eligible for a professional travel grant a librarian must be an employee of the Library on a regular appointment at least 53% FTE (20 hours per week) at the time of the trip, be employed for a minimum of six months, and expect to be employed by the library for the six months following the trip.

D. The relevance of the subject(s) of the meeting to the individual's professional responsibilities.

E. The membership status and level of participation of the individual at the meeting.
Travel grants will be apportioned on the basis of level of activity of the applicant in the organization sponsoring the meeting. The categories of participation in descending order of importance are:

1. Active Member
   a. Member of the sponsoring organization
   b. Officer or committee member or speaker at the meeting
2. Standard Member
   a. Member of the sponsoring organization
   b. Attending because of professional interest
3. Non-Member
   a. Not a member of the sponsoring organization
   b. Attending because of professional interest

F. Other requests by an individual for professional travel during the same fiscal year.

G. The following elements of trip expenses will be considered when calculating travel grants:

1. Registration fee: member rate

2. Travel: lowest round trip air fare and connecting transportation; or train fare; or automobile mileage

3. Lodging: conference rates

4. Meals: Yale per diem rate

Total Funding Granted (from V., p. 2): _____

Yale University Library
PROFESSIONAL TRAVEL

Request for Funding Support

Please fill out both sides completely and secure the required signatures. Forms lacking information and/or signatures will be returned.

NAME _____ DATE _____

DEPARTMENT/LIBRARY _____ PHONE _____

CONFERENCE NAME _____

DATES OF ATTENDANCE _____

CITY _____ SPONSORING ORGANIZATION _____

I. General Association Conference (AIA meeting, MLA meeting, etc.)

A. Please check all of the following categories which apply to your activities at the conference

___association member
___delivering a paper
___chairing a discussion group/task force
___panel discussion member
___committee chair
___elected officer
___giving a workshop or presentation
___committee or board member
___other

Specify:_____

B. Your specific responsibilities (committee names, program titles, etc.)

II. Subject-Specific Workshop/Conference

Please describe its relevance to your current work and attach any brochure or other documentation which describes the program.

III. Estimate of Expenses

Please indicate the anticipated costs:

A. Registration (member rate only) $_____

B. Travel:

1. Air fare _____

2. Rail fare _____

3. Ground Transportation in CT _____

4. Automobile: No. of Miles ____
Cost (Rate x no. of miles) _____

C. Lodging (conference rate per diem) _____

TOTAL $_____

Please attach a copy of the informational brochure which gives registration information for conferences other than the Annual and Midwinter ALA meetings.

Your signature _____

IV. Request for release time

____ Approve ____ Disapprove _____
Immediate Supervisor (if not department head) Date

____ Approve ____ Disapprove _____
Department Head Date

____ Approve ____ Disapprove _____
Associate University Librarian Date

_____

_____

(For use by Library Personnel Services)

V. Total funding granted: _____ Approved by: _____

Comment:

_____

_____

(For use by the Library Business Office)

Account Number to be Charged _____

Revised 7/89

115

ADMINISTRATIVE TRAVEL REQUESTS

I. Procedures for Application

A. Applications for administrative travel support for the following year will be requested in a memorandum from the Deputy University Librarian no later than May 1 of each year. Application forms will be distributed with the memorandum and will also be available from the the Library Business Office.
Policies and procedures for the allocation of administrative travel funds will conform with the Yale University Treasurer's Office Manual, Section 301, and Office Procedures Manual, Sections 500-507.

B. Each individual librarian should complete the "Request for Funding for Administrative Travel" form(s) and submit the form(s) to his or her supervisor. Forms should be accompanied by copies of relevant brochures and information as appropriate. All expected administrative travel for the fiscal year should be considered at this time.

Since not all administrative travel can be predicted at the beginning of the fiscal year, requests may be submitted during the fiscal year. These requests will be approved to the extent that funds are available.

C. The department head reviews the request, indicates his/her support or non-support for release time and funding, and forwards the request(s) to the appropriate Associate University Librarian or Deputy University Librarian.

D. The Associate University Librarian or Deputy University Librarian reviews the applications, indicates his or her support or non-support, and forwards the completed form to the Library Business Office.

E. The Library Business Office will compile a list of AUL-approved requests for administrative travel and other relevant data. This information will be submitted to Administrative Conference for review and approval of travel requests.

F. The Library Business Office will notify the individual of the decision of the Administrative Conference and will return a copy of the completed form, along with appropriate travel forms and instructions for their completion.

G. Within one week of return from a funded trip, the librarian must submit a completed Expense Report Form to the departmental secretary or the person in the department designated to process these forms. Following review by the department head, the forms must be submitted to the Library Business Office. Expense Report Forms must be received in the Library Business Office within ten days of return from a trip.

H. Ordinarily, administrative travel support will be limited to one person per meeting.

I. Travel on research grants and other contract funds is not subject to the allocation process, described in this document, but it must be approved by the Principal Investigator for the grant or contract.

J. Travel advances should be requested only when necessary. They are not intended to provide funds for the direct purchase of air or rail tickets. To receive an advance, a Travel Advance Request form must be submitted to the Library Business Office no fewer than two weeks prior to the departure date. Forms are available in the Library Business Office.
A person receiving an advance must submit a Travel Expense Report to the Library Business Office within two days after the return from a trip in order to account for the advanced funds.

II. Criteria for Evaluation and Allocation
Criteria used to evaluate the request for support for administrative travel include:

A. The operational requirements and programmatic needs of the individual's department or Yale University Library.

B. The availability of funds to support administrative travel.

C. The employment status of the individual. To be eligible for an administrative travel grant a librarian must be employed by the library at the time of the trip and expect to be employed by the library for the six months following the trip.

D. The relevance of the subject(s) of the meeting to the individual's professional responsibilities.

E. The administrative judgement of the level of participation required by Yale University at the meeting.

F. The exact amount of an administrative travel grant will be determined by the activities and travel plans required to meet the Library's needs.

G. Examples of Administrative Travel include, but are not limited to, the following:

Collection development including donor relations
Research Libraries Group meetings
Notis/Orbis activities
Association for Research Libraries meetings
Center for Research Libraries meetings
Selected training courses and workshops *
Vendor-related activity

* Requests for support in this category also will be reviewed by the Head, Library Personnel Services

9/83
8/22/88 (Replaces A-9 & A-10)

Jack A. Siggins
Deputy University Librarian

Amount approved: _____

Yale University Library

ADMINISTRATIVE TRAVEL

Request for Funding Support

_____

Staff Member Attending _____ Date _____

Department/Library _____ Phone _____

Function/Conference _____

Dates of Attendance _____ City _____

Sponsoring Organization _____

I. **PURPOSE OF TRAVEL**

___ Training to improve or acquire skills in support of offered or anticipated services (describe how Yale Library will benefit)

_____

_____

_____

___ Institutional representation at conference

___ Donor relations and transportation of collection material to th Library

___ Site visit

___ RLG business for _____

___ Other network, consortia business (specify) _____

_____

___ Vendors relations (specify vendors to be contacted) _____

_____

___ Other (specify) _____

_____

II. ESTIMATE OF EXPENSES

A. Travel $_____

1. Air fare $_____

2. Rail fare $_____

3. Ground transportation in Connecticut $_____

4. Automobile: number of miles _____
Cost (rate X number of miles) $_____

B. Lodging $_____

C. Conference rate per diem $_____

D. Registration (member rate only) $_____

E. Other (specify) $_____

F. Total costs $_____

G. Amount of funding from other sources $_____

H. Net amount requested: $_____

III. RECOMMENDATIONS

If more than one request for Administrative Travel is submitted at the same time, indicate the priority ranking of this request among those submitted:

Priority number _____ of _____ submitted.

_____ Approve _____ Disapprove _____
Department Head Date

_____ Approve _____ Disapprove _____
AUL/DUL Date

For Budget Office Use Only

Action taken: _____ Approved $_____ Amount

_____ Not approved

Account number: _____

_____ _____
Business Manager Date

SELECTED READINGS

Selected Readings

Blomberg, Donna Pittman and Karen Chapman. "Survey of Travel Support Policies at ARL Libraries," Journal of Academic Librarianship 15 (May 1989): 90-93.

"Libraries Polled on Travel Policies," College & Research Libraries News 41 (July/August 1980): 195-196.

Wilding, Thomas L., "Career and Staff Development: A Convergence," College & Research Library News 50 (November 1989): 899-902.

Yao, Winbetta, "Travel Funds Committees," College & Research Libraries 41 (December 1980): 330.